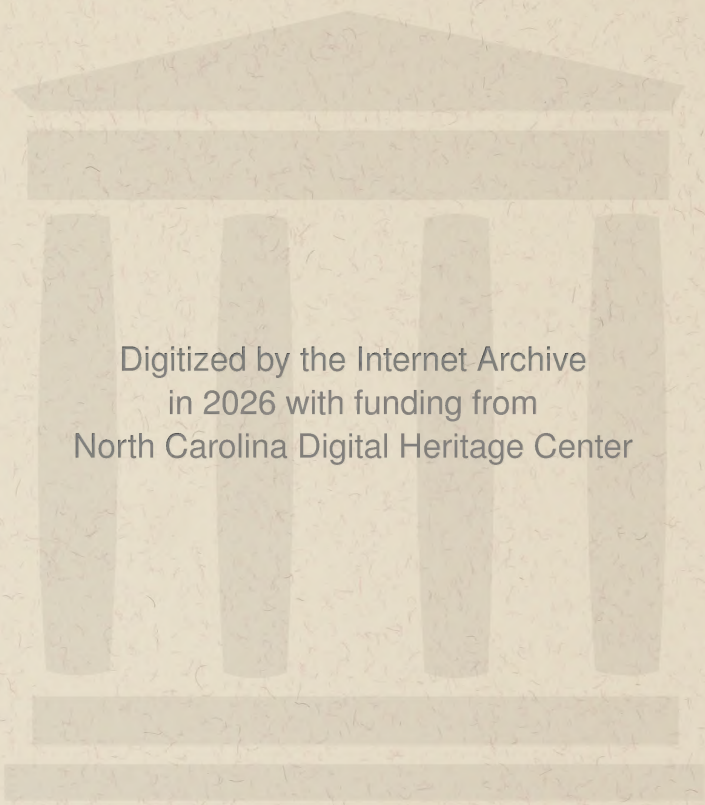
QUEENS COLLEGE

Student Handbook
1992-93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QUEENS COLLEGE

CHARLOTTE

Student Handbook 1992-93

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Charlotte, North Carolina 28274
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GENERAL INTRODUCTION

Queens College, private and Presbyterian, is a diversified, coeducational, liberal arts college. The college is a community of learners which engages students in the concepts of a liberal education and its methods of inquiry; fosters an appreciation for intellectual discipline; prepares students as responsible and productive citizens; and challenges them to a life of intellectual curiosity and moral vision.

To achieve this purpose, Queens integrates the human experience through an interdisciplinary approach to learning which emphasizes knowledge, creativity and critical thinking. Within the context of the Judeo-Christian heritage, Queens seeks coherence among liberal learning, cultural awareness, international understanding, career preparation and ethical sensitivity.

Queens College is committed to the development of a diversified learning environment in which students, regardless of race, age, national and ethnic origin, sex, or handicap, are admitted to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. Queens College does not discriminate in the administration of its educational policies, scholarships, aid programs, or other college programs.

THE HONOR CODE AND JUDICIAL SYSTEM

Queens College is firmly committed to the principles of honor and prides itself on the spirit of trust that exists among its members. At the very heart of Queens College is the Honor Code. The Honor Code is based on the belief that a spirit of trust should pervade all aspects of student life. Its essence is that any violation of the Honor Code is an offense against the community.

The Honor Code at Queens College is the keystone of the College's tenet that its students should act honorably and responsibly in all aspects of life, both on and off campus. The Honor Code incorporates the highest principles of honor and integrity in both personal conduct and academic work. The purpose of the Honor Code is to assist in the development of mature men and women who act responsibly at all times, and to promote a community based on responsible citizenship, mutual trust, and respect. This Code is binding on all members of the college community and applies to all phases of life at the College.

As a commitment to this system of honor, students are asked to sign the Honor Code as a part of their application for admission. The Honor Code incorporates two different pledges of student conduct: the Academic Pledge and the Community Pledge. In addition, it embodies the individual's commitment to maintaining a community of honor, including taking action against those who violate the Code.

A. HONOR CODE

As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

ACADEMIC PLEDGE: I pledge truthfulness and absolute honesty in the performance of all academic work.

COMMUNITY PLEDGE: I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.

1. **The Academic Pledge**

   I pledge truthfulness and absolute honesty in the performance of all academic work.

   The academic pledge embodies the responsibilities of each student relating to the academic sphere of campus life. The Honor Council is responsible for hearing all violations of the academic pledge. Violations of the Honor Code's academic pledge include, but are not limited to, lying, cheating, or stealing and all other forms of academic dishonesty. Examples of academic dishonesty are plagiarism (the use of another's words or ideas without giving credit to the source), computer misuse (accessing, transferring, or altering information without authorization) and the unauthorized removal of materials from the library.

2. **The Community Pledge**

   I pledge to be truthful at all times, to treat others with respect, to respect the property of others, and to adhere to college policies.

   The community pledge incorporates the responsibilities of every student to the welfare of community members, to their property, and to college policies. The Campus Judicial Board is responsible for hearing all violations of the community pledge. Violations of the Honor Code's community pledge include, but are not restricted to, any form of hazing, harassment, verbal abuse, physical or sexual assault, racial comments or incidents; misuse of student identification or access cards; repeated violations of residence hall regulations; damage to property; and the violation of other college policies.

3. **Responsibility To The Honor Code**

   As a member of the Queens College community, I will endeavor to maintain a spirit of integrity and honor for its own sake.

Accepting both the privileges and responsibilities of living by this code of honor, I resolve to uphold the Code and not to tolerate any violations of its spirit or principles.

Membership in the student body at Queens College signifies a student's commitment to the system of governance at the college and to the Honor Code. The college assumes that the student who chooses to come to Queens College does so with the purpose of adhering to the spirit and the letter of its principles and policies. It is expected that students will become familiar with the Honor Code and that all violations of the Honor Code will be reported to the appropriate judicial board. Ignorance of college policies and regulations will not be accepted as a defense.

B. THE JUDICIAL SYSTEM

The Judicial System is designed to promote the Honor Code and to investigate and respond to alleged violations of the Code. It is based on the principle of student self-governance and is comprised of two student judicial boards — the Honor Council and the Campus Judicial Board. Students are elected to membership on each judicial board and are responsible for interpreting and implementing the rules of the college.

Because the college is ultimately responsible for the welfare of the community and matters of student discipline, the Board of Trustees has directed administrators and faculty to share the responsibility for the functioning of the Judicial System. Administrators and faculty members serve as advisors to the student judicial boards and serve as members of the Appeals and Administrative Boards.

Students who violate college regulations shall be subject to disciplinary actions as set forth in the Student Handbook. When college regulations and/or public laws are violated, students may incur penalties prescribed by both public and institutional authorities. The college is not bound to wait for civil or criminal proceedings to be completed before taking action.

The college reserves the right to bring charges or take action for any illegal act committed by a student on or off campus, or any off-campus conduct detrimental to the interests of the college.

1. **Structure**

HONOR COUNCIL

a. Hears cases involving violations of the Academic Pledge

b. Membership

- President
- Vice President
- Secretary
- Senior Class (1)
- Junior Class (2)
- Sophomore Class (2)
- Faculty Representative (chosen by faculty)
- Faculty Advisor (chosen by the Council)
- Student Development Officer (ex-officio)

CAMPUS JUDICIAL BOARD

a. Hears or refers cases involving violations of the Community Pledge

b. Membership

- President
- Vice President
- Secretary
- Faculty Advisor (chosen by the Board)
- Student Development Officer (ex-officio)
- Albright Residence Hall Representatives (2)
- Belk Residence Hall Representative
- Harris Residence Hall Representatives (2)
- Long Residence Hall Representative
- Wallace Residence Hall Representative

Note: The Student Development staff acts on behalf of the judicial boards in sanctioning offenders who plead guilty to certain college and residence hall regulations, specifically those violations that typically take place within the residence hall (e.g., visitation hours, quiet hours, fire drills, pets, damage to community property, and others as determined by the judicial boards). Typically, residence hall infractions are referred to the Residence Life Board which is composed of the four Resident Coordinators.

APPEALS BOARD

a. Hears cases involving any referral or appeal from the Honor Council or Campus Judicial Board

- Honor Council or the Campus Judicial Board recommendations for suspension or expulsion from the College
- Student challenges of a decision of the Honor Council or the Campus Judicial Board

b. Membership
- SGA President
- Honor Council President
- Campus Judicial Board President
- Student Life Committee Representative
- Vice President for Academic Affairs
- Chairperson of the Faculty Administration Council
- Dean of Student Development

ADMINISTRATIVE HEARINGS

a. Hears cases involving emergency or special circumstances
- Privileged information
- Imminent danger to health or property
- Situations in which a student board is compromised
- Requests from a student board or member of the executive staff

b. Membership consists of administrators, faculty members, and/or students as warranted by the nature of the case.

Note: The College reserves the right to remove a student from campus prior to any judicial hearing.

2. **Sanctions Available to Judicial Boards**

a. **Censure.** An official reprimand that makes misconduct a matter of record in college files. Any further misconduct could result in further disciplinary action.

b. **Fines.** Punitive fines not to exceed fifty dollars may be imposed at the discretion of the judicial boards.

c. **Restitution.** Reimbursement for damage, defacement, or

misappropriation of property belonging to the college, to any member of the college community, or to any guest on campus.

d. **Community Service.** A student may be assigned to work a designated number of hours with a particular campus office.

e. **Professional Counseling.** Counseling sessions, the number of which will be determined by the judicial board, may be required.

f. **Community Probation:**

(1) Community probation is a period of review and observation during which a student is considered "not in good standing" and may face restrictions on his or her behavior. If a student commits additional violations while on probation, the student will likely be sanctioned more severely, including residence hall or college suspension.

(2) The number of weeks of community probation will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

g. **Community Restrictions:**

(1) Curfew and loss of visitation privileges may be specified by the judicial board.

(2) Community restrictions may prohibit students from officially representing the college, from participating in extracurricular activities, or from attending college social events.

(3) The number of weeks of community restrictions will be at the discretion of the judicial board with a minimum period of two weeks and a maximum of one year.

h. **Suspension from a residence hall.** A student will be barred from campus residence halls.

i. **Recommendation to a faculty member for action.** For a student found guilty of an academic violation, the council may recommend that the faculty member record a failing grade for a paper, test, or course.

j. **Suspension from the college for a definite period.**Termination of student status for a specified period of time. The student will be informed at the time of this decision when he or she will be eligible to return to the college.

   Cases involving the recommendation of suspension from the college will be reviewed automatically by the Appeals Board.

k. **Suspension from the college for an indefinite period.** Termination of student status for an unspecified period of time. The student may apply for formal readmission to the college no earlier than one calendar year from the time of suspension. Cases involving the recommendation for suspension from the college will be reviewed automatically by the Appeals Board.

l. **Expulsion.** Permanent termination of student status. Cases involving the recommendation for expulsion will be reviewed automatically by the Appeals Board.

Note:

(1) The Judicial boards reserve the right to combine sanctions as they deem appropriate.

(2) A student becomes ineligible to represent the college if he or she is placed on community probation for six weeks or longer, is suspended from a class, or is suspended from the college. Ineligibility to represent the college may include restrictions involving participation in any collegiate athletics, public participation in college activities, or public performances in the name of the college.

(3) A student who is dismissed or suspended for disciplinary reasons during the course of any term will forfeit grades for

that term. The student will be withdrawn from the college as of the date of suspension or dismissal. The student's transcript will permanently read "W" for all affected classes and will indicate that the student was dismissed from the institution.

There will be no refund of tuition or fees, regardless of the period in the term in which the suspension or dismissal occurs.

During the expulsion or suspension time, the student may not return to campus without prior permission from the Student Development Office.

(4) When students are suspended or expelled, or place their continuance at Queens at risk, their parents will receive notification.

(5) Student organizations are responsible for the actions of their members. Accordingly, the aforementioned sanctions can be applied to student organizations that have violated the Honor Code. In addition, a student group may be denied the privileges of campus facilities, funding, sponsorship of programs, and recruitment of members.

C. THE JUDICIAL PROCESS

1. Reporting a Violation

a. If a student is guilty of violating the Honor Code, the student should report himself or herself to the vice president of the judicial board that handles the particular violation.

b. Turning a person in to the vice president is not an accusation of guilt. It is simply a statement that a college policy may have been violated and a request that the appropriate judicial board investigate the matter.

c. Under the honor system a student who observes another student in violation of a college policy has an obligation to report the violation. Failure to report such an incident is in itself a violation of the Honor Code. The student who observes a violation must report it to the vice president of the judicial board that handles the particular violation.

The vice president will conduct a preliminary investigation through interviews and written statements to ascertain if a violation has occurred. If there is sufficient evidence that a violation has occurred, the vice president will establish a time for a judicial hearing. If the investigation does not yield sufficient evidence that a violation took place, no further action will be taken.

d. A person who reports a violation must appear as a witness before the appropriate judicial board.

e. Because of the importance of protecting individuals' rights, confidentiality in these matters is critical.

2. **The Defendant's Rights**

a. **The Plea.** A person may plead innocent: i .e., he or she did not commit the violation. A person may enter a "no plea." which means that the person committed the violation, but that there were extenuating circumstances surrounding the event. A person may plead guilty; i .e., he or she did commit the violation. If a person pleads innocent or does not plead, the board decides between innocence or guilt. However, if a person who pleads innocent is found guilty, the person may also be found guilty of perjury by claiming under oath that he or she was innocent. No student who pleads guilty can be found innocent before a board. All non-administrative hearings are taped. If a student is found guilty, the tape is kept on file for a period of five years or until the person graduates.

b. **Rights to Information.** The defendant has a right to review the written statements taken by the vice president during his or her investigative process. The defendant shall receive all statements at least 24 hours before the hearing. Each judicial board reserves the right to accept relevant information after the 24-hour deadline. The defendant would receive a copy of that information at the hearing.

c. **The Hearing.** Each student who comes before a judicial board has a right to request a public hearing. Unless otherwise specified, all hearings are private. At a private hearing, only the defendant, his/her advisor, witnesses, and the board are allowed to be present. If the person requests a public hearing,

anyone is allowed to be present for the entire hearing. The president, however, reserves the right to dismiss any disruptive persons from the hearing room. A defendant who desires a public hearing must submit a request in writing to the vice president at least 24 hours prior to the time of the hearing.

If a student does not appear at his/her hearing without prior permission from the Office of Student Development, the board has the right to fine the student and to hear the case without his/her being present. There is no appeal if the defendant is not present at the hearing.

All students involved in a particular case will be referred to the same disciplinary board for a hearing; e.g., if one student involved is on community probation, necessitating referral to the Campus Judicial Board, the entire case will be referred.

d. **Witnesses and Advisor.** Each student is allowed to request relevant witnesses to appear at the hearing. At least 24 hours prior to the hearing, the vice president must be informed in writing of any witnesses to be called. Each judicial board reserves the right to call additional witnesses after the 24-hour deadline.

   Defendants may, and indeed should, discuss their situation with an advisor. Each student is allowed to ask a faculty member or student to be an advisor and to sit with him or her through the hearing. Residence Hall and Day Student Senators are knowledgeable of the judicial process and are available to be advisors to defendants. Witnesses may also seek advice prior to the hearing.

   Hearings before the boards are kept strictly confidential for the student's protection. Defendants and witnesses must severely limit any discussion of a case. Gossiping or any other random discussion about the case can in itself be an Honor Code violation.

e. **Appeals.** Appeals from a judicial board are heard by the Appeals Board, which is chaired by the Dean of Student Development. Decisions made by the Appeals Board are final.

Appeals must be made in writing to the Dean of Student Development within 48 hours (excluding Saturdays and Sundays) of the time the initial case was heard.

Students may not appeal verdicts or sanctions simply because they do not like the first ruling. Appeals must be based on one or more of the following conditions:

- The original hearing was not conducted according to established procedure.
- New evidence or facts exist which were not brought out in the original hearing.
- Sanction(s) imposed were excessive or inappropriate for the offense committed.
- There was evidence of discrimination based on age, sex, race, national origin, religion, sexual preference, or the exercise of First Amendment rights.

COMMUNITY LIVING

Queens College is dedicated to the development of mature, responsible students and is committed to maintaining an academic environment that fosters intellectual, personal, and social development. Accordingly, it provides a number of opportuni¨ties for students to assume responsibility for their decisions. Students are involved in the development of community living policies through their participation in student government, the judicial process, and the residence halls. Queens expects its students to abide by all federal, state, and local laws.

Attendance at Queens College is a privilege, not a right. This privilege includes the opportunity for students to exercise certain freedoms, but with freedom and community living come responsibility. The community has established certain policies and regulations to help students exercise their individual freedoms while learning to act responsibly and coexist with others. Students are responsible for knowing these policies and for acting accordingly. Although warnings are not customary, they may be issued to new students during the first three weeks of school in order to assist these students in making the transition to their new community.

A. GENERAL COLLEGE POLICIES

1. Queens College Position on Alcohol

Development of the complete, well-rounded student is achieved not only by mental, spiritual, physical, and social growth. College years are the time when students learn to take responsibility for their own lives, to establish their own values and beliefs, to set personal goals,

to determine the priorities in their lives, and to realize that actions have consequences. To facilitate students' personal development, Queens College stresses the quality of life both inside and outside the classroom.

Students will be exposed to alcohol before, during, and after their college years. Queens College recognizes the social and health problems inherent in the misuse of alcohol and discourages inappropriate student consumption of alcohol. It also seeks to provide a realistic social atmosphere on campus to develop student responsibility and to permit maximum personal freedom in matters affecting student life.

Students are expected to obey all federal, state, and local laws regarding the possession, sale, and consumption of alcoholic beverages both on and off campus. Students, therefore, accept personal responsibility for their own actions and behaviors.

Health Warning

The use of alcohol can pose many health risks. In addition to loss of concentration, coordination, and judgment, alcohol use can cause permanent damage to the liver, heart, and brain. Too much alcohol can result in death.

Alcohol abuse by students has a negative impact on academic progress and personal growth, the very purpose of the college. Academic communities, including Queens, are not exempt from the major social and health problems caused by alcohol abuse. Indeed, many experts agree that alcohol is the number one problem on campuses today.

Counseling and Education

Counseling and support services are available both on and off campus. Campus counseling is done without charge to the students. Many community agencies charge on a sliding scale. Queens counselors work with students individually and also conduct alcohol education seminars on a regular basis. When appropriate or requested, college counselors will refer students to alcohol counselors and support groups in the community. Information discussed with a counselor is kept strictly confidential and appointments may be made by calling the college Health/Counseling Center at extension 220.

College Alcohol Policy

Malt beverage and unfortified wine (hereafter referred to as beer and wine) are the only alcoholic beverages permitted on campus.

Students who are 21 years of age or older are allowed to possess and consume beer and/or wine in residence hall rooms and in the Lion's Den (snack bar). Free flowing tap and/or communal serving containers are not permitted in the residence halls.

Queens College reserves the right to enter a student's room if there is reasonable cause to believe that the safety and/or welfare of the occupant(s) is at stake or the physical property of the college is in jeopardy. The right to enter is also reserved if there is reasonable cause to believe that College policy, and/or local, state, or federal laws are being violated; and for routine maintenance and property inspection.

With prior permission from the office of the Dean of Student Development, beer and wine may be permitted at specially designated student social functions.

Students, faculty, and staff are responsible at all times for complying with Queens College policies and North Carolina laws governing possession and use of alcohol.

Alcohol Policy Violations

First Violation. Individual shall be required to meet with a campus counselor to discuss the individual's alcohol use.

Second Violation. Individual must take an informal alcohol assessment administered by a campus counselor. In addition, the parents may be notified, and the individual may be required to participate in an alcohol education and/or counseling session.

Third Violation. Individual will be required to undergo a professional, comprehensive alcohol assessment (which will cost between $50.00-$100.00) and to abide by any resulting recommendations.

In addition to therapeutic sanctions, students who violate the alcohol policy may also be subject to campus judicial board and/or administrative sanctions up to and including suspension and separation from the college.

It is illegal in North Carolina :

* for any person under the age of **21** to possess any alcoholic beverage with the intent to consume the beverage.

* for any alcoholic beverage to be made available by sale or otherwise to anyone under the age of **21**.

* for any alcoholic beverage to be made available by sale or otherwise **to anyone who is visibly intoxicated**.

* North Carolina law prohibits open containers of alcohol in the public domain.

Information on North Carolina Laws Regarding Alcohol

a. **Possession of Beer or Unfortified Wine:**

Penalty - If 19 or 20 years of age, the offense will be an infraction, which is an unlawful act that is not a conviction and has no legal consequence other than a fine of $25.00. If 18 years of age, it will be a misdemeanor, which will become a matter of public record as a criminal conviction and subject to court cost and/or fines.

b. **Purchase or Attempt to Purchase Beer or Unfortified Wine:**

Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the offense will be an infraction and will carry a fine of $25.00. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fines and, upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

c. **Aid and Abet in the Sale, Purchase, and/or Possession of Alcohol (including giving alcohol) by Anyone Less Than 21 Years of Age**:

Penalty - If Under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500.00 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

d. **Use or Attempt to Use in Order to Obtain Alcoholic Beverages When not of Lawful Age, a Fraudulent or Altered Driver's License; or a Fraudulent or Altered Identification Document Other Than a Driver's License; or a Driver's License Issued to Another Person; or an Identification Document Other Than a Driver's License Issued to Another Person:**

Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

e. **Permit the Use of One's Driver's License or Any Other Identification Document of Any Kind by Any Person Under 21 to Purchase or Attempt to Purchase or Possess Alcohol:**

Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

Student Organization Sponsorship

Clubs, groups, and organizations seeking approval for the use of beer and wine must submit an *Activity Authorization Form* and have the event approved by the Director of Student Activities at least seventy-two (72) hours in advance of the event. *Activity Authorization Forms* may be obtained from the Office of Student Development.

a. The individual who submits the *Activity Authorization Form* is considered the host for the event. She or he assumes overall responsibility for the event and for ensuring that students and guests abide by current college policies.

Approval will not generally be issued to student organizations unless the host is of legal age to consume beer and wine. Advertising that beer and wine is allowed, free or otherwise, at functions sponsored by the college organizations is prohibited. Students consuming beer and wine must be prepared to verify their age by valid identification.

b. Student organization budgeted funds may not be used to purchase alcoholic beverages.

Appropriate supervision must be provided at all registered events

where beer and wine shall be consumed. The sponsoring organization(s) or individual(s) assume(s) responsibility for enforcing college policy and all applicable laws. Certain events may require the presence of public safety officers.

c. Approved events must also adhere to the following regulations:

Area. The event, its noise, and the consumption of beer and wine must be confined to the specific area for which permission was granted.

Hours. The hours of the event must fall within those times specified on the form.

Food. Adequate food and non-alcoholic beverage must be made available based on the number in attendance.

Cleaning. The event area must be cleaned and returned to a neat and orderly condition immediately after the event ends.

Damages. The host will be held responsible for any damages to the event site and/or its furnishings.

2. **Drug Policy**

The unlawful manufacture, distribution, dispensing, possession or use of illicit drugs (for example, amphetamines, barbiturates, opiates, hallucinogenic drugs, cocaine, and marijuana) is not in keeping with a student's personal health, welfare or pursuit of academic achievement. The use of drugs can pose many health risks. Using drugs may lead to emotional problems, brain damage, cancer, heart disease, lung damage, gland damage, birth defects, and even death.

Students who violate the drug policy will face disciplinary sanctions including possible suspension from the college.

Queens College students are expected to abide by the laws of the State of North Carolina and the federal government regarding the possession and use of drugs both on and off campus. The violation of these laws may result in criminal proceedings. Those found guilty could receive a fine or jail sentence.

Counseling services are available both on and off campus for

students who wish to discuss confidential matters concerning drugs and their use. (See the Resource Directory listed in the appendix.)

3. **Firearms and Explosives Policy**

North Carolina law prohibits the possession or carrying of weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, powerful explosives, bowie knives, dirks, daggers, slingshots, martial arts weapons, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds. The only exceptions to this policy are campus police officers who may carry firearms. Possession of any such weapons or fireworks, etc., shall be considered a major violation of Queens policy and will be referred to Campus Judicial Board for action.

4. **Freedom of Inquiry and Expression**

Students and organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Students shall be free to support, by orderly means, causes which do not disrupt the regular and essential operations of the college.

It is understood that in their public expressions or demonstrations, students or student organizations speak only for themselves. Recognized student organizations shall be allowed to invite and hear any person of their own choosing in a closed meeting of their organization. If non¨members of the organization are to be admitted, and in the case of the Student Government Association whose membership is the student body, prior approval of speakers will be required from the Vice President for Academic Affairs for academic clubs and the Dean of Students for other clubs. Speakers shall be free to express any view; however, committees and organizations which invite speakers to appear on campus shall exercise discretion and take every precaution not to invite speakers who advocate action unacceptable to the academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or by the institution. Student organizations shall be responsible for the orderly scheduling of facilities, and for conducting the occasion in a manner appropriate to the academic community. If contracts with the college are required for speakers or guests, they shall be reviewed by the Dean of Students.

5. **Sexual Harassment Policy**

Queens College seeks to maintain a learning and work environment free from sexual harassment. Sexual harassment is a barrier to thepurposes of the College and is, thus, unacceptable.

Determining what constitutes sexual harassment will depend on the particular circumstances, but certain basic definitions apply. Sexual harassment comprises any unwelcome sexual advances or requests for sexual favors and verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment. The college has established complaint procedures for sexual harassment involving staff and faculty and for sexual harassment of students by other students. Student versus student harassment would be handle by a judicial or administrative board. A student with a grievance involving a member of the professional staff, administration or faculty should seek the help of the Dean of Students.

6. **Student Conduct Policy**

Queens students are responsible for their personal conduct at all times, both on and off campus, and shall be subject to discipline, including possible suspension, for behavior which violates college policies and discredits the student and/or the college. This includes behavior that is dishonest, uncooperative, or perceived as interfering with the duties of a campus representative or visitor. Queens students are responsible for the personal conduct of their guests.

B. SPECIFIC COLLEGE PROCEDURES

1. **Activity Authorization Forms**

A student or group who wants to hold an activity on campus must complete an Activity Authorization Form and return it to the Office of Student Development at least 72 hours prior to the event. Authorization forms are designed to prevent the double scheduling of facilities and any misunderstandings concerning which college policies govern social events, which events are approved, who should contacted in emergencies, who is responsible for cleanup, and what facility and maintenance needs are involved. Activity Authorization Forms can be obtained from the Office of Student Development, 203 Jernigan.

2. **Automobiles on Campus**

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Department, located on the first floor of Stultz Building. The annual registration fee is $25. Each registered automobile is issued a parking permit which must be affixed to the left rear bumper of the vehicle or to the lower left corner of the rear windshield. A vehicle is not registered until the sticker or permit is displayed on the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine. A vehicle that receives ten (10) parking violations may be towed at the owner's expense.

A parking appeals board is available to anyone who wishes to appeal a parking ticket.

Students are responsible for their visitors and will be held financially responsible for citations issued to vehicles traced to direct family members or guests.

3. **College Buildings**

Facilities: Health and sanitation codes require that students and guests wear shoes and shirts in all public buildings excluding residence halls.

Roller skates, skateboards, and bicycles are prohibited from all sidewalks, buildings, patios, and tennis courts.

The roofs of all buildings are off limits.

Littering of the college facilities or grounds is prohibited.

No games or athletic activities are permitted in any residence hall or building, except the Athletic Center.

Entry into any college building, office, or other facility after regular closing hours without permission of college authorities is prohibited.

Sorority and Fraternity Lodges: Five national sororities and one national fraternity exist on the campus at the pleasure of the college and have the privilege of using campus lodges. All college policies, including visitation hours, are in effect in the lodges. In addition, it is a violation of college policy to spend the night in one of the lodges without prior permission from the Dean of Students. Greek organizations are responsible for their members' compliance with college policies. Any violation of college, state or federal law must be reported immediately to the Office of Student Development.

4. **Posters on Campus**

Posters should include the name of the organization(s) or individual(s) sponsoring the event or product being advertised. Persons who put up posters are responsible for their removal. Notices should be taken down the day after the event that they are advertising occurs. Posters and signs should not be taped on painted surfaces or glass doors. Off-campus individuals or groups are required to have their posters stamped in the Student Development Office, 203 Jernigan.

5. **Sales and Solicitation**

To protect students and staff from fraudulent sales and annoyance, door-to-door soliciting is not permitted by on-campus or off-campus groups or individuals, including religious organizations.

Any person or organization on campus that wishes to sell merchandise may do so in the lobbies of the residence halls, the Student Center, or the dining hall after obtaining permission from the Office of Student Development.

Any person or agency off campus that wishes to sell on campus must receive permission from the Office of Student Development. Once permission is granted, products may be sold only in approved locations.

6. **Smoking**

To ensure that individuals do not infringe upon the rights of others, and in adherence with fire regulations, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

All public areas of the residence halls have been designated smoke free. Smoking is permitted only in individual student rooms.

C. RESIDENCE LIFE

Living at Queens offers students the opportunity for growth through involvement in the resident community. The residence halls are more than just a place to live, they are an important aspect of student life. Each residence hall is designed to be a community in itself—a home away from home in which students should find a place to relax, a group of good friends, a center of activity, and a system of support. The overall atmosphere of each residence hall will be the by-product of the residents and residence hall staff who live there.

Traditional-age students who are candidates for an undergraduate degree must live in a residence hall unless they are residing with a parent or guardian, married, or given special permission for other residence by the Director of Residence Life, 204 Jernigan.

The Student Development Office staff, Resident Coordinators and student Resident Assistants are excellent resources regarding campus life. The Resident Coordinators and Resident Assistants live in the residence halls. They are there to meet the needs of students and to help make the experience in the residence halls a positive one.

Residence hall regulations are designed to facilitate community living and to ensure the smooth operation of the residence halls. All Queens students (including day students) and their guests on campus are expected to abide by these policies and guidelines. Violations of guidelines and policies will be handled by the Student Development staff or through the college judicial process as described previously in this handbook.

1. The Professional Staff

The Director of Residence Life, located on the second floor of Jernigan, is responsible for coordinating the residence life program.

a. Resident Coordinators

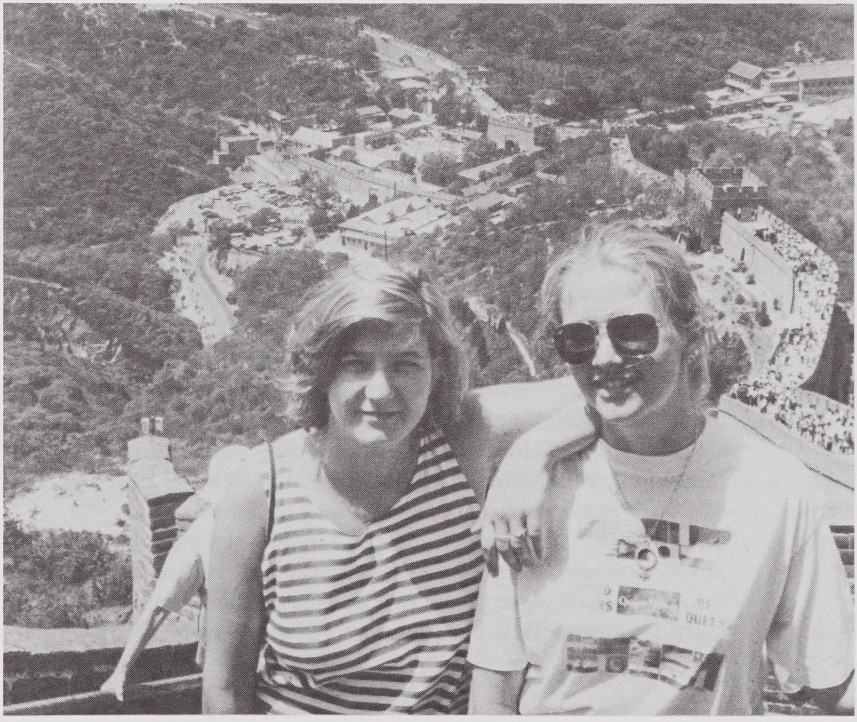
Resident Coordinators (R.C.'s) are professional Student Development staff members who live in the residence halls. They are responsible for the general management of the building and serve as a resource for residents.

R.C.'s are trained to handle emergency situations, to mediate roommate problems and to help with personal difficulties. They help establish a feeling of community in the halls through programming and planned activities

b. **Resident Assistants**

Student Resident Assistants (R.A.'s) are members of the Student Development staff: Each R.A. is responsible for the management of one floor in a residence hall.

See your R.A. when you:
- are locked out of your room
- need an item in your room repaired
- have a problem you'd like to discuss in confidence with a peer
- have a great idea for a hall activity
- want the names of campus resources
- are having roommate problems
- have questions in general



2. **Residence Hall Policies and Procedures**

a. **Air Conditioners**

Albright and Wallace residence halls rooms are air conditioned. Students assigned to rooms in these buildings will be charged $136.00 per room per year for their air conditioning.

Residents who do not want to incur the additional air conditioning charge may ask that the unit be disengaged for the year. The request must be made in writing to the Director of Residence Life no later than August 31, 1992.

All rooms in Long and some in Belk and Harris residence halls are wired for air conditioning. If a room is not already wired, no air conditioning may be installed. Students assigned to previously wired rooms may provide their own air conditioners providing the units do not exceed 5,000 BTU's. Units rated above that level violate electrical safety regulations and are not allowed.

There is a $100.00 per room per year electricity charge for rooms in which students have personal air conditioning installed. All installation must be done by someone approved by the college maintenance staff at a cost of approximately $40.00 to the student. Units must be removed at the end of each academic year unless advance approval is obtained from the Director of Residence Life. Removal must also be done by someone approved by the college maintenance staff and the cost of approximately $20.00 is the student's responsibility.

b. **Access to Residence Halls**

The residence halls are locked 24 hours a day for students' protection. Entry is gained through the use of a personal access card that is assigned to each student. Propping open or misuse of any main entrance or fire door is a violation of residence hall policy. Loss of an access card must be reported immediately to Public Safety, located in Stultz Building. There is a $10 fee for replacing a lost card.

Access system cards (and student identification cards) are non-transferable. Misuse of the access cards or any form of student identification will be considered a violation of the Honor Code.

If residence hall doors are propped open and no student(s) accepts responsibility, the entire residence hall may be fined.

c. **Bicycles**

Bicycle racks are located in front of Albright and Harris Residence Halls and beside Wallace Residence Hall. Bicycles may not be stored anywhere in the residence halls except in the basement storage rooms, and they may be removed by the college from restricted areas without notification to the student. Bicycles must be registered immediately, and engraving services are available through the Public Safety Department at no charge. For more information, see College Buildings.

d. **Check-ln, Check-Out**

A resident student must check in with the Resident Assistant each time he or she moves into a residence hall room. The check-in procedure involves completion of a Room Condition Report and issuing a key. A student who moves out of the residence hall room for any reason at any time of year must check out officially with the Resident Assistant and sign the Room Condition Report acknowledging any damages. Any items left in the residence hall room after check-out will become the property of the college. Anyone who fails to check-out will be charged $25.

e. **Closing**

Residence halls are closed during Thanksgiving and Christmas holidays and students must make alternate living plans. The Director of Residence Life is available to help with such arrangements.

The academic schedule included in this handbook indicates the official opening and closing of residence halls. All students are expected to abide by these dates unless written exceptions are requested and approved by the Director of Residence Life. Students who enter or remain in residence halls when the buildings are officially closed will risk immediate dismissal from campus as well as judicial sanctions.

Students, with the exception of graduating seniors, must vacate rooms within 24 hours after their final semester-end examinations unless they have submitted a written request to the Director of Residence Life and the request has been approved. Graduating seniors should vacate their rooms by 5:00 p.m. on the day of graduation.

f. **Community Responsibility**

Residents are jointly responsible for protection of public areas and equipment. Damage to public areas, even if that damage is not proven to be caused by the residents, will be prorated among all occupants unless individual responsibility can be determined. Furniture in the common areas of the residence halls is provided for the use of all students and may not be taken to individual rooms.

g. **Electrical Appliances**

For fire safety reasons, cooking is only permitted with a microwave oven. Only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, microwave ovens, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions, and electric curlers. The following appliances may NOT be used in student rooms due to electrical circuit capacity, energy control, or potential fire hazard: electrical ovens (any type), hot plates, toasters, toaster ovens, sunlamps, irons, and ceiling fans. Open flames of any kind are prohibited. For fire safety reasons, regular extension cords may NOT be used in the residence halls. Only safety strip, surge protect or outlet extensions may be used.

h. **Escort Policy**

Any visitors (including students) to residence halls occupied by members of the opposite sex must be the guests of specific individuals, and are not free to visit the halls without invitation. Visitors to the residence halls must be escorted to and from the lobby by the hosting student. Lobby areas are open to Queens students 24 hours a day.

i. **Fire Drills and Equipment**

Drills: Fire escape routes are posted in each residence hall room and in all public areas of the residence halls. Every student should know all fire escape routes and procedures in the residence hall. No one is excused from a fire drill if he or she is present in the residence hall at the time of the drill. Anyone found in the building during the drill may be fined $25.

Equipment: Fire safety equipment (alarm bells, pull boxes, fire extinguishers, and smoke detectors) is to be used only to warn people that a fire actually exists or to attempt to put out a fire. Tampering with or unnecessary use of any fire safety equipment is against the law. The penalty for violation of the fire safety code is suspension. An entire residence hall may be sanctioned if the responsible person(s) cannot be determined.

Prosecution of Violators: Anyone who accidentally (including through negligence) starts a fire or sets off an alarm or an extinguisher will be required to appear before the Campus Judicial Board. Under the college honor code, any individual who witnesses others tampering with or using fire safety equipment for any other purpose than those designated above is responsible for turning the violators' names in to the Director of Public Safety.

j. **Fire Hazards**

Materials which are inherently fire hazards, such as candles incense, cloth wall or ceiling hangings, are prohibited in any residence hall area. Any item in violation of fire and safety regulations will be subject to removal by the residence hall staff.

k. **Guest Housing**

Students may have overnight guests of the same sex in the residence hall; however, arrangements must be made with the Resident Coordinator at least 24 hours in advance. Students may have overnight guests without charge for two nights during each visit. Guests may stay on campus for no more than three nights in succession unless the student has obtained advance approval from the Director of Residence Life. This includes both residence hall rooms and guest housing accommodations.

Students are responsible for the actions of their guests. Violations of campus policies by a guest will result in disciplinary action against the hosting student and/or a request by the Student Development or Public Safety staff that the guest leave the campus. Limited housing for guests of Queens students is available through the Student Development Office, 203 Jernigan. Rooms are made available on a first-come, first-served basis.

l. **Holiday Housing**

Holiday Accommodations: During Thanksgiving, Christmas, and semester breaks, the residence halls are locked and students are requested to find accommodations elsewhere, as room rent does not cover these periods. Similarly, the meal plan does not cover meals during official college vacation periods. All rooms will be inspected periodically during vacation breaks for damages and fire hazards.

m. **Laundry Facilities**

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. Any student who damages a washer or dryer as a result of overloading will be responsible for the repairs.

Ironing boards are available in the laundry rooms. Irons may not be used in a student's room; ironing is restricted to the laundry rooms.

n. **Lofts and Wooden Structures**

Permission and guidelines to build lofts or other structures in a residence hall room must be obtained from the Director of Residence Life prior to construction.

Students must use fire resistant materials and submit a construction plan for approval by the maintenance department. Lofts must be free-standing structures in order to avoid damage to existing walls and furniture. All lofts must be constructed by September 21 and inspected no later than September 25. If students do not comply, they will forfeit their privilege to have a loft.

o. **Pets**

Except for small fish and turtles, no pets of any kind are permitted in the residence halls at any time. An animal may be removed from a student's room without notification.

p. **Private Rooms**

A limited number of private rooms are available each year. First priority for private rooms is given to students with special needs. Any remaining private rooms will be allocated on a first request basis. An additional fee per term ($250) is charged for a private room if one is requested and assigned. If a student occupies a private room for less than a full term, the fee will be prorated.

A student will be charged the double occupancy rate if he/she is assigned a single room with no roommate. The college reserves the right to consolidate those students who are in single rooms and who are not paying the private room fee.

q. **Quiet Hours**

Residence hall living requires that students be considerate of others and reasonably quiet at all times. Observance of quiet hours in the residence hall acknowledges the right of each student to study and sleep with a minimum amount of disturbance. Campus quiet hours are to be observed Sunday through Thursday from 11 p.m. to 7 a.m. Freshmen are to observe additional quiet hours Sunday through Thursday 7 p.m. to 10 p.m. Members of any residence hall floor may extend their quiet hours through a majority vote of the residents.

During quiet hours, radios, stereos, and televisions must be turned off or played softly with the door closed. At other times, radios, televisions, and stereo equipment are permitted provided they are not used in such a way as to disturb others. Room windows and doors should be closed when such equipment is being used. Repeated loud use of this equipment may result in a requirement that the equipment be removed from campus.

Areas with 24-hour quiet hours have been established on certain floors in the residence halls. Residents and visitors should respect the intentions of these halls.

During Reading Day and the exam period, 24-hour quiet hours are in effect throughout all residence halls.

r. **Right of Entry**

Staff members have the right of access to student rooms in the performance of their duties, including general inspections. Staff members who need to enter a room during the performance of their duties will knock and identify themselves. If there is no response, or if the door is not opened, a pass key will be used and the room will be entered. Contraband items (those prohibited by law or the college) in clear view may be confiscated by the staff member and used as evidence in a disciplinary proceeding. Whenever possible, students will be notified in advance; however, there may be entries without notice. A student's request for repairs automatically constitutes authorization for entry.

A search may be conducted by an authorized staff member if there is probable cause to believe that a violation of federal, state, or local laws or college policy has occurred or is taking place. Reasonable efforts will be made to have the individual present when the room is being searched. A member of the Student Development staff will always be present during a search. If any

items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

s. **Room and Roommate Changes**

If space is available, students will be allowed to change rooms and roommates after the first three weeks of the semester (starting September 14). Room change request forms are only available through the Resident Coordinator. All room and roommate changes must be approved by the Resident Coordinator before any change can occur. Unauthorized room changes will result in a $25 fine and a potential $25 key transference fine.

t. **Room Damages and Student Responsibilities**

Students are responsible for the rooms to which they are assigned.

All furniture in the room must be accounted for on the Room Condition Report. Students who wish to remove furniture must contact their Resident Assistant (RA).

Damage to walls, floor, furniture, etc. will be noted on a Room Condition Report. A final check for damage will be made by the Student Development and Maintenance staffs. The cost for damage will be charged to the student's general account. Students who damage common areas of a residence hall also will be charged accordingly.

With the exception of nail holes, any permanent change to a room will be considered damage. This includes, but is not limited to, the use of paint, wallpaper, or adhesives.

Water beds are not permitted.

Daily room care and cleaning are the responsibility of each student. Rooms should be kept in an orderly condition at all times. Students who leave a dirty room at the end of the year or when withdrawing from school are charged a cleaning fee of $25.

Students are responsible for their rooms and what takes place in them. Students will be held responsible for permitting the violation of college policies to take place or allowing unauthorized items to be kept in their rooms.

u. **Room Keys**

Upon arrival at Queens, each resident student is issued an individual key to his or her residence hall room. If a student loses the key, he or she may request a replacement key through the Resident Coordinator. The cost for a replacement key is $25. Similarly, any student who fails to return the key upon check-out will automatically be charged $25. If a student loses the key and his or her Queens identification, the room will have to be rekeyed at the cost of $50.

A Queens College key is for use only by the student to whom it is issued. Keys are not to he duplicated or transferred to another student under any circumstances

v. **Storage**

Because of possible fire hazards, personal belongings may not be stored in the hallways of the residence halls. Luggage and extra clothing can be stored in storage areas as long as space is available. All possessions must be clearly marked with name and room number. Students who need storage should contact their R.A.

It is the responsibility of each student to reclaim stored possessions. At the end of the academic year, unclaimed items become the property of the college. The college assumes no responsibility for stored items or items left in the hallway.

w. **Sunbathing**

Sunbathing and wearing sunbathing apparel is permissible only in areas directly adjacent to the residence halls.

x. **Telephones and Cable Television**

Telephone jacks and cable hook-ups are available in residence hall rooms. The college is not involved with these services; students must deal directly with the company providing the service. These utility companies will bill only one individual for each room. Students assume full financial responsibility when they have telephones or cable television connected in their names.

Access During Break: A student may be permitted to remain in his/her room over breaks only by agreement with a coach or a sponsoring organization that validates that the student's presence is required for official college business *and* by permission in advance from the Director of Residence Life. The student accepts responsibility for all college rules and regulations and for his/her personal safety. If damage occurs over break, the student or the sponsoring group will be held accountable.

For safety and economic reasons students may be required to move to another floor or building for the break.

y. **Visitation**

Visitors of the opposite sex are allowed in the residence halls on Friday and Saturday between the hours of 10:00 a.m. and 3:00 a.m., and Sunday through Thursday between 10 a.m. and 12:00 midnight. The Queens student who is acting as the host or hostess must accompany the visitor at all times.

Visitation hours may vary in the senior residence hall. Signs posted in the residence hall will list the hours.

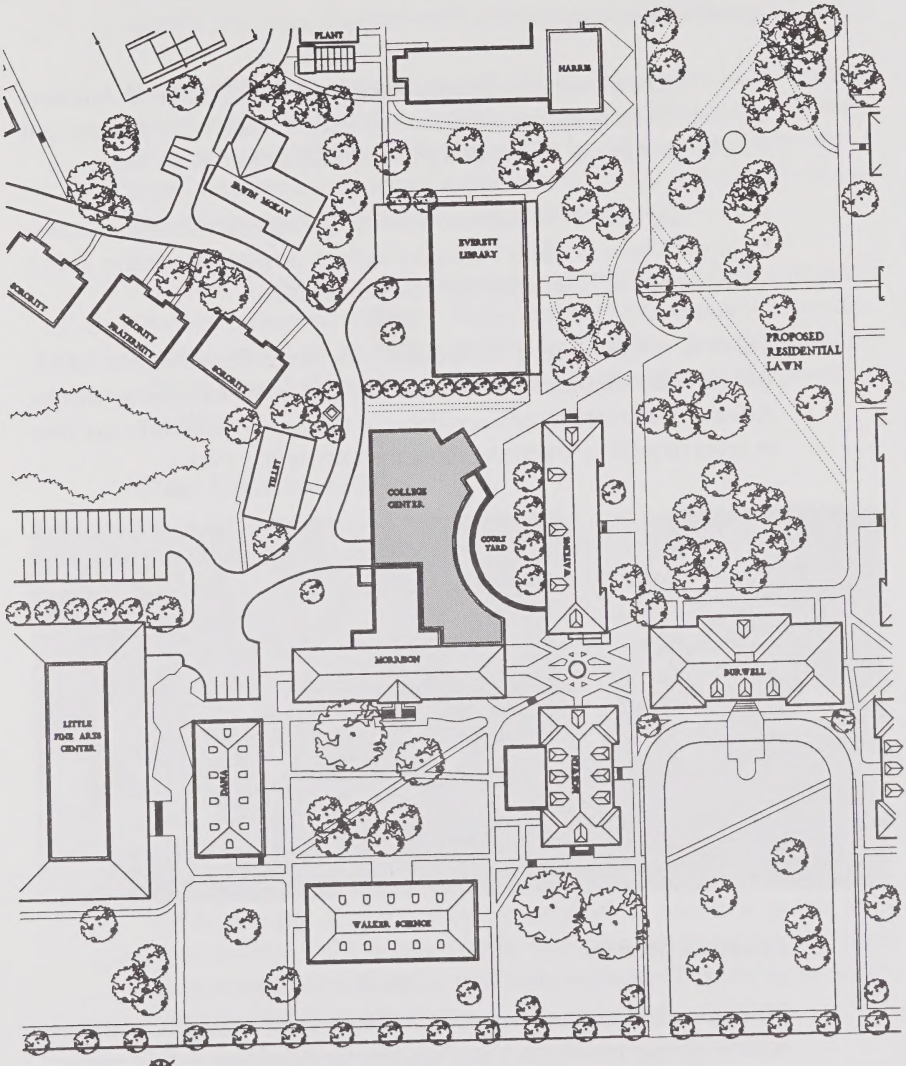
TREXLER COLLEGE CENTER

QUEENS COLLEGE

SCHEMATIC CONCEPT

TREXLER COLLEGE CENTER

QUEENS COLLEGE



ACADEMIC LIFE

A. ACADEMIC PROCEDURES

1. Academic Advising

Every degree candidate at Queens is assigned a faculty advisor. Advisors are usually assigned according to the student's academic interest and may be changed as a student's plans solidify or interests change.

Prior to registration for each term, students meet individually with their faculty advisors to discuss course offerings, to plan internships and/or honors projects, and to arrange course schedules.

There is a Coordinator of Student Academic Development (201C Burwell Hall) who serves on the staff of the Vice President for Academic Affairs. The coordinator is available to meet with students at any time in order to answer questions about their academic work.

2. Academic Honors

When a student has been named to the Dean's List or has received some other academic honor, the Vice President for Academic Affairs notifies the student and parents or guardians by letter.

3. **Academic Probation**

If a student earns a grade-point average (GPA) below the minimum specified for his/her class standing, he/she is placed on academic probation for the next semester. During this term, the student must meet specific academic stipulations in order to continue at Queens College.

If the probationary stipulations are not met, the student is ineligible to continue academic work at Queens. A student usually has two consecutive terms of academic difficulty before being dismissed; however, a student may be dismissed after one term of academic difficulty if he or she was accepted at Queens on academic probation.

All cases of academic probation and academic ineligibility to return to Queens College are decisions of the Student Qualifications Committee. Such decisions are communicated by the Vice President for Academic Affairs who sends a letter to the student with a copy to the parent(s)/ guardian(s).

4. **Class Attendance Policy**

As a general policy, students are expected to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and should be printed in the syllabus or announced at the beginning of the term. It is the student's responsibility to know the attendance policy in a particular course. It is the faculty member's right to lower a student's grade for excessive or unexcused absences.

It is a violation of the Honor Code for a student to be untruthful about class attendance.

The Office of Academic Affairs, the Office of Student Development, and the Student Health Center cannot officially excuse a student for a class absence. Those offices will, however, notify faculty members upon request when illness or grave circumstances beyond the student's control affect class attendance.

5. **Final Grades**

Final grades are sent out from the Registrar's Office to the students at their home addresses. Grades are not routinely mailed to parent(s)/

guardian(s); it is anticipated that the information will be shared. Students may request that copies of their grades be sent to their parent(s)/ guardian(s). The request should be submitted in writing to the Registrar's Office.

6. **Midterm Grade Warnings**

When a student is having difficulty in a course (making a D or F) at the midterm, the instructor sends a midterm grade to the Vice President of Academic Affairs. In turn, the vice president sends a warning letter to the student and a copy to the parents. Students who are doing satisfactory work (C or better) at midterm are not sent grade reports.

It is important to note that the midterm reports are only warning signals and do not become part of the student's permanent record or in any way affect the student's academic standing. It is still quite possible for a student to improve his or her grade to a satisfactory level during the second half of the term.

7. **Vacation Breaks**

It is expected that students will make travel plans at break times which do not conflict with scheduled tests, exams, classes, labs, or assignments. Faculty members have been requested not to adjust the course requirements to suit individual travel arrangements.

B. ACCESS TO RECORDS

Queens College recognizes that the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment), as amended, does not intend to exclude release of information regarding students' academic progress/grades to their parent(s)/guardian(s) if such information is requested. Queens College also recognizes the students' right to specify that information regarding progress/grades not be released to parent(s)/ guardian(s). Written notification must be made to the Registrar.

1. **Responsibilities of the College**

It is the responsibility of the faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these

records on a student-by-student basis and to make sure such information is available in accordance with federal and state laws and with existing college policies. Note: Such materials as grade sheets are considered by the college to be confidential. Work-study students may be exposed to such material, but are bound by the Honor Code to keep such information in strictest confidence. If a breach of confidentiality occurs, it is considered an honor violation and will be referred to the Campus Judicial Board for action.

2. **Public Records**

The following information concerning individual students is considered Directory Information and is public: full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents' names, and religious affiliation. This information may be released or published without the student's consent. However, students who do not wish this information, or any part of it, to be released or made public may inform the Registrar's Office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved. It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

Requests for student data from agencies such as HEW, OEO, and research agencies may be honored in anonymous form without prior approval from the student.

3. **Confidential Records**

All personally identifiable materials on particular students which are used to make decisions about students, or used for transmittal to others outside the college, and which are other than public material, as defined above, are considered confidential. Confidential information includes, but is not limited to, the following items: academic evaluations, advising records, disciplinary records. financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic work. If work-study students are

exposed to such material and release such information without permission, a breach of confidentiality has occurred. This is deemed an honor violation and will be referred to the Campus Judicial Board for action.

4. **Official Records**

Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: All files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept indefinitely.)

Official records are released only with the written permission of the student.

Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's Office.

The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

Official records include materials on students relating to their status as students that are held by any office of the college and intended for the use of the college or available to parties outside the college.

A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in offices whose functions require such information.

Official records do not include the following: letters of recommendation for which the student has waived the right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by faculty members or administrators as aids to memory but not intended for transmittal to others.

A student is entitled to an explanation of relevant information contained in official records. The student has the right to a hearing to challenge the

content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

C. ACADEMIC GRIEVANCES

The substantive judgment of a faculty member about a student's work (grades or other evaluation of assignments) is not within the scope of hearings regarding academic grievances. A student may challenge only the actual and objective elements of the content of student records (discrepancies in computation and transcription of grades), but not the qualitative and subjective elements of grading.

1. A student should initiate the challenge process within six months after the end of the term (last day of exams) in which the disputed record entry occurs by consulting with the faculty member concerned in the hope that satisfactory agreement may be reached.

2. If a satisfactory agreement is not reached, the student should consult with the chairman of the division in which the record dispute has occurred.

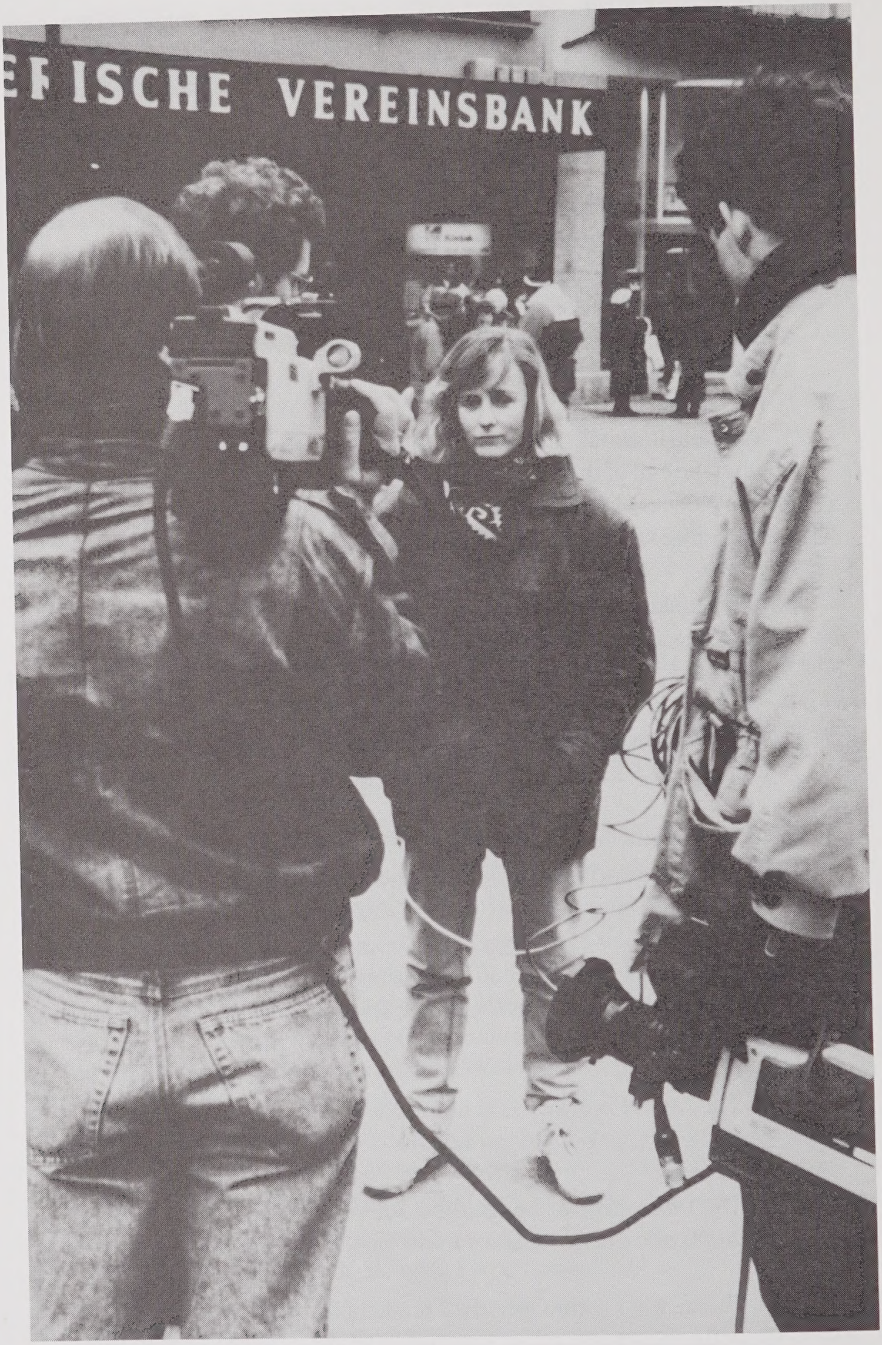
3. If a satisfactory agreement is still not reached, the student should consult the Vice President for Academic Affairs.

4. If no agreement is reached, the student should send a written request for a formal hearing to the Vice President for Academic Affairs who will convene a committee consisting of one administrator appointed by the Vice President for Academic Affairs, one faculty member appointed by the chairman of the Faculty Advisory Committee (FAC), and one student appointed by the Vice President for Academic Affairs, to hear the complaint.

    a. The formal hearing shall be held within three calendar weeks of the date of the written request.

    b. The formal hearing shall allow full opportunity for the presentation of evidence relative to the matter in dispute.

    c. The hearing committee shall render a decision, in writing, within one week of the conclusion of the hearing. The decision of the committee is final.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COLLEGE SERVICES AND RESOURCES

The college is actually a small community with many of the resources and services of a hometown. Following is a description of the major services Queens College provides:

A. Banking Services

Local Banks: Queens College encourages its students to have a checking account in a local bank in order to establish credit and learn financial responsibility. Charlotte residents enjoy all of the benefits of living in the largest financial center between New York and Dallas. High quality banking is within easy proximity. NationsBank, First Union and Wachovia representatives come to the Queens campus during orientation week to describe their services and to open accounts for the students. All have numerous branches throughout Charlotte and the state of North Carolina — including branches within a few blocks of the campus.

Student Bank: Located on the first floor of Jernigan, the Student Bank is open for students to cash checks, Monday through Friday, 11:30 a.m.-1:30 p.m., during the academic year. During summer school, and when school is not in session, the bank is open on an abbreviated schedule each day.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students, not to exceed $200 in total. Checks totaling over $200 may be cashed provided the cashier is notified before 2 p.m. the day before.

Students who cash checks that are returned to the Student Bank for insufficient funds or any other reason will be charged a $15 return check fee and will have their check-cashing privileges suspended for a minimum of one month's time and until the amount of the check is paid in full. The cashier reserves the right to refuse to cash any check.

Please note that students must present a valid Queens College I.D. when cashing a check in the Student Bank.

B. Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition, there are

health and beauty supplies, cards and stationery, snacks, beverages, and Queens t-shirts and sweatshirts.

C. Career Development Center

Career development at Queens is a four-year process. There is a central office for career planning (located in the Harris House) which provides comprehensive career counseling and employment assistance. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided.

Internships: The college has an extensive internship program and can suggest intern sites for almost every academic discipline. Prior to beginning a college-sponsored internship, students must have an approved resume on file in the Career Development Center and have satisfactorily completed an interviewing workshop. Students are also required to attend internship orientation seminars conducted by the career development staff.

Part Time and Summer Jobs: Many students hold part-time and summer jobs in the Charlotte community. The Career Development Center maintains a current listing of job openings and serves as a clearinghouse for students seeking employment.

On-Campus Recruitment: Employment recruiters and counselors from graduate schools are invited to come on campus. Students are notified of recruiting opportunities, and interviews are arranged during on-campus visits. To be eligible to participate in these on-campus placement services students must have completed certain workshops, including, but not limited to, resume writing and interviewing skills.

Graduate Schools: As a part of its academic mission, Queens strongly encourages students to pursue additional educational opportunities and has established programs and a research library to provide Queens' many advanced degree candidates with information about specific graduate degrees, programs, and specialties.

D. Computing Services Center

The Computing Services Center, located in the basement of Walker Science

Building (Room 014), is open for use by all students, faculty and staff. The Center has two Digital VAX systems, one for administrative services and another for academic services.

The Dickson Microcomputer Center is also in the basement of Walker Science Building (Room 012), has twenty IBM compatible personal computers which are equipped with 20 mb hard drives and 360 k (5-1/4") floppy drives; a couple of the PC's have both 3-1/2" and 5-1/4" drives. We have ten printers in the lab and one letter quality printer. There are PC's located in the residence halls, and the Media Center in the Everett Library house six PC's with printers. The Dickson Center is manned by work-study lab assistants who provide consulting services. These students can assist you with the ABC's of personal computing and with WordPerfect. If you plan to use any other software that is available, it helps to have your instructor's phone number handy.

The academic system is basically used for access to NSFNet for exchanging electronic mail. You may have an electronic mail account established by stopping by the Computing services on a weekday, between 8 a.m. and 5 p.m., and signing an application.

The PC lab in Dana 314 is reserved for instructional use for classes which require hands-on experience with personal computers. If Dana 314 is unavailable, the classes may be held in the Dickson Lab. Check the published schedule for times Dickson is reserved for class use.

You must carry a valid Queens ID with you whenever you are using the computing facilities at Queens. You may be denied access to the lab and the system if you do not have your Queens ID with you.

E. Counseling Services

Queens has professional counselors on staff who are available to students for personal counseling. Their office is located in the Health Center, and appointments may be made by calling 337-2220. All counseling services on campus are free and confidential.

Many other trained counselors are available on the Queen staff. Student Development staff members, including Residence Coordinators and student Resident Assistants, are trained for counseling and helping with referrals.

Counseling support services at Queens and in Charlotte are listed in the Resource Directory in the appendix.

Off-Campus Services: Referrals to off-campus psychologists and psychiatrists may be made when necessary. The cost of all off-campus therapy is the responsibility of the individual student.

If a student demonstrates that he or she is potentially harmful to himself/herself or to others, the student will be required to undergo a psychiatric evaluation. Personnel in the college counseling center will help the student and his/her family work out a suitable plan for assessment and treatment. The student may not return to college housing until a treatment plan is in place. If necessary, the student may be asked to withdraw from the college.

F. **Emergency Loan Fund**

A short-term emergency loan fund is available for distribution to students by the Office of Student Development, 203 Jernigan. These interest-free loans, which usually range between $25 and $100, are made to students who first have exhausted all other forms of financial assistance. If a loan is not repaid on the date specified by the student, the amount will be automatically

charged to the student's account, and he/she becomes ineligible for another emergency loan for one year. No more than one emergency loan will be granted per semester.

G. Financial Aid

Queens provides several types of financial aid through federal, state and private sources. Students who are interested in investigating sources of financial aid should make an appointment with the financial aid officer, 102 Burwell.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial aid data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds. Students must reapply for aid annually and must show continued satisfactory academic progress to continue to receive financial aid.

H. Food Services

The Morrison Dining Hall is operated for the college by the Marriott Corporation.

Meal Plan: All resident students are required to purchase a meal plan in the college dining room. Types and costs of available meal plans are outlined in both the college catalog and the tuition/fees brochure prepared by the Business Office.

At registration each term, students select and pay for the plan they wish. The choice of meal plans can be made only at the beginning of a term.

Special Dietary Needs: Students who have special dietary needs are encouraged to meet individually with the Food Service Director. The director will make every attempt to accommodate students who present statements from physicians outlining dietary restrictions or requirements.

The Food Service Director actively seeks student suggestions and

recommendations on the food service. There is a Food Committee, made up of students, which serves as the primary liaison between the student body and food service staff.

Lion's Den: The Lion's Den, located on the first floor of Jernigan, is a fast-food-styled eating and entertainment area where students can get something to eat if they are looking for a quick meal, a change from the Dining Hall, or an evening of entertainment. The College Union holds its film series in the Lion's Den, and other forms of entertainment such as bands and comedians are also scheduled there. Meal plan participants have the option of a pre-determined meal equivalency at the Lion's Den during normal service hours, except 12 noon to 1:00 p.m. and 5:30 to 6:30 p.m., and on Friday evenings.

Domino's PizzaPizzazz: Domino's PizzaPizzazz, located in the Lion's Den, serves individual size Domino's Pizza. Queens is one of a few colleges of its size in the nation to have a Domino's Pizza store on campus.

I. Identification and Meal Cards

Queens College: Students are issued identification cards at their initial enrollment in Queens. The ID card, issued by Marriott, serves as a meal card and is a student's official college identification which should be carried at all times. The card should be presented upon request of any college official.

Loss of an ID card should be promptly reported. Replacement cards are issued for $15. Students who are not on a meal plan and need an ID card are charged $3 for the initial card and all replacement cards.

Identification cards and residence hall access cards are non-transferable. Misuse of any form of student identification will be subject to penalty.

Other identification: Use of a false ID will be regarded as a major Honor Code violation and will be referred to the Campus Judicial Board and possibly the police. The legal sanction for use of a false ID is loss of one's drivers license for a minimum of one year.

J. Insurance

The college requires accident insurance of each full-time student, and the cost of the premium is included in the comprehensive fee.

A health insurance plan which covers specified visits to the physicians' offices, basic care through the medical clinic used by the college, and limited prescription drugs, is available through the college. It is optional for United States citizens and required of international resident students. Information regarding this plan is mailed to each student by the college Business Office. It is the student's responsibility to know what services are covered and to file insurance claims. College insurance provides protection for college property. It does not include the personal property of students or others. Students and their parents should review their insurance plans to be sure that coverage is extended to include personal belongings.

K. International Experience Program Office

Located on the first floor of McEwen, the International Experience Program (IEP) office provides a variety of services for international students.

Study Abroad: In addition to overseeing the international experience portion of the Liberal Learning program, the IEP office houses information about other international educational opportunities, such as a year or semester abroad.

International Students: The IEP office aids international students with immigration forms, academic advising, and special opportunities in the Charlotte community. International students are invited to visit this office or the Office of Student Development for information or assistance.

L. Library

The staff of Everett Library is always available to help you use the collections. Please do not hesitate to ask for assistance.

An introduction to Everett Library will be provided for freshmen and transfer students during Orientation Week, and library instruction sessions are included in many classes. In-depth library instruction is available for both classes and individuals upon request. For this service, contact the Reference & Documents Librarian at extension 278.

Library Hours: Regular hours during the fall and spring term are Monday through Thursday 8 a.m. to 1 a.m., Friday 8 a.m. to 6 p.m., Saturday 10 a.m. to 6 p.m., and Sunday 2 p.m. to 1 a.m. Schedules for vacation periods, summer, and any other time college is not in session will

be reduced, and those for exam periods will be extended. Changes in the schedule will be posted on the front doors of the library.

Collections: Everett Library houses a collection of more than 120,000 books and bound periodicals, over 600 current periodicals and newspapers, and over 3,000 reels of microfilm. The library is also a selective depository for U.S. government documents. There are two photocopiers, three microform reader/printers, and several microfilm and microfiche readers. CD-ROM databases which index periodicals, newspapers, business sources are available for student use.

Check-Out Materials: Each student must sign a registration card in order to check out materials, and the person who checks out the material is responsible for returning it to the library. Fines on overdue materials are $.25 per day, per item. Students can avoid fines by renewing their materials at the library.

Reserve Materials: Many professors place required reading materials on reserve in Everett Library. In order to use reserve materials a student must leave his or her ID or drivers license at the desk. Reserve materials may not leave the building.

Interlibrary Loan (ILL): Students may request materials not available in the library for class assignments. ILL request forms are available at the circulation desk. For more information contact the Reference & Serials Librarian at extension 278.

Study Rooms: There are three group study rooms in the basement of the library which may be reserved for student use.

Computers: The Computer Center has a PC lab in the basement of the library. For assistance in the lab, students must contact the Computer Center.

Smoking, food, and drink are not allowed in the building.

M. Media Center

Located in the basement of Everett Library, the Media Center houses audiovisual equipment, production equipment, and the library's audio-visual materials, which must be viewed within the library.

N. Medical Services

The Irwin-McKay Health Center is open daily 7 a.m. to 5 p.m., Monday through Friday. A registered nurse is on staff (7 a.m. to 3 p.m.) to care for the routine medical needs of students, and a physician is on campus weekly to see students referred by the college nurse.

NalleCare, an urgent care facility operated by the Nalle Clinic, is located within five blocks of the campus. The clinic is used to treat students during its scheduled hours (8:30 a.m. until 8:30 p.m., seven days per week) based on the recommendation of the medical supervisor or the physician on call. NalleCare is located a few blocks off campus and is in easy walking distance for students.

The campus is also within a few miles of two major hospitals. A student who requires hospitalization will be admitted to the service of the physician who supervises the campus health center or to the physician on call.

On-Campus Services: All full-time students who pay the comprehensive fee receive services in the Health Center and are charged only for special supplies, equipment or required lab work. Part-time students, as well as faculty and staff who use the Health Center, will be charged on a fee-for-service basis.

Students are encouraged to make appointments whenever possible prior to visiting the Health Center. Students with appointments will be seen prior to those who walk in without an appointment, except in emergency situations.

Based on the nurse's evaluation of student's needs, the student may be:
- treated for routine medical care by the college nurse
- referred to the campus physician during his/her next on-campus hours
- referred to the campus physician for treatment in his/her private practice
- referred to NalleCare
- referred to the hospital

Off-Campus Services: A student who needs specialized medical

treatment will be referred to a local physician. The costs of treatments and prescriptions are the student's responsibility. Ordinarily parental consent will be sought before a student undertakes any major treatment. The Health Center nurse will help students make appointments with local physicians and dentists. Students must provide their own transportation to the doctor's office.

Hospital or emergency room charges are billed to the student at his/her college address. It is the student's responsibility to cover any off-campus medical charges and to file all insurance claims directly with the insurance company.

Health Form: All resident students must have a health form on file. All commuters who plan to use the campus health services must also have a health form completed by their physician and on file in the Health Center. The staff may be unable to treat a student who does not have a health form on file.

Immunization: North Carolina state law requires that any student who does not present physician-validated immunization information must be immunized during the initial 30 days of the semester. **NON-COMPLIANCE REQUIRES DISMISSAL FROM THE COLLEGE.**

O. Post Office

The Queens College Post Office is located on the first floor of the Stultz Building. The Post Office offers all regular postal services with the exception of money orders and outgoing C.O.D. mail. All students are assigned a post office box. New students receive notification of their post office box number and combination in the fall and will retain the same number each year.

P. Public Safety

Public Safety officers are North Carolina certified police officers who patrol the campus 24 hours a day and are on duty all year (including holidays). The Public Safety Department, located on the first floor of the Stultz Building, was established to maintain a safe environment for the college community through police, security, safety, and traffic services. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety.

Escort Service: Persons may call extension 306 or come by the Public Safety Department to request an escort either to or from the parking lots, residence halls, or academic buildings. This service is available 24 hours a day.

Emergency Telephones: Telephones are located in each of the parking areas on campus in the yellow boxes marked "phone." These should be used by persons who need to request assistance from Public Safety.

Q. Student Center

Ground was broken for the new Trexler College Center this past summer. The student center will house food services, lounge areas and a game room. Equipment will include wide-screen television, VCR, pool table, and ping-pong table. The Blair Building, located behind Burwell Hall, is temporarily available 24 hours a day for students to relax, unwind and study. Students gain access to Blair with their residence hall access cards or assistance from Public Safety.

REDUCE, RE-USE
RECYCLE!

RELIGIOUS LIFE

Queens College has close ties to the Presbyterian Church and takes seriously its mission to provide a climate conducive to the growth and nourishment of lasting religious values. Students are given the opportunity to develop or strengthen their own religious beliefs by participating in student fellowship groups, in activities sponsored by student religious organizations, and in weekly campus chapel services.

Belk Chapel on the college campus is open to students at all times. There is a chaplain on the college staff, and chapel services are held weekly and on special weekends during the school year.

Queens encourages its students to attend places of worship in Charlotte, many of which actively seek participation by college students. Listed below are the closest places of worship for various denominations — many are located within walking distance of Queens.

Baptist
Myers Park Baptist
1900 Queens Road
334-7232

Catholic
St. Patrick's Cathedral
1621 Dilworth Road, East
334-2283

Church of Christ
Church of Christ
4900 Providence Road
364-0748

Episcopal
Christ Church
1412 Providence Road
333-0378

Greek Orthodox
Greek Orthodox Cathedral
600 East Boulevard
334-4771

Jewish
Temple Beth El V'Shalom
919 Jefferson Drive
366-1948

Lutheran
St. Mark's Lutheran
1001 Queens Road
375-9185

Methodist
Myers Park United Methodist
1020 Providence Road
376-8584

Moravian
Little Church on the Lane
528 Moravian Lane
334-1381

Presbyterian
Myers Park Presbyterian
2501 Oxford Place
376-3695

ATHLETICS

Queens College is a member of the NCAA Division II and offers intercollegiate competition in eight sports. The women's teams compete in volleyball, soccer, basketball and tennis. The men compete in basketball, tennis, soccer and golf.

All eight sports will have "try-outs," and anyone who wants to participate is encouraged to contact the athletic department as soon as possible when the school year begins.

Entrance to all home contests is free for students with a Queens I.D.

An expanded intramural program continues this fall. Volleyball, basketball, tennis, weight-lifting, flag football, and more are scheduled. Contact the Intramural Director in Ovens Gymnasium for more information.

Club sport opportunities exist for students interested in sports not offered on a intercollegiate level. Contact the athletic department for more information.

Ovens Athletic Center is the home of the Queens Royals' teams. This building underwent extensive renovations in the summer of 1990. It includes a gym, dance studio, weight room and swimming pool. There are six tennis courts, three of which are lighted. The Physical Education Department makes all facilities available on a regular basis through recreation nights and free swims.

Physical Education Department Staff:

Athletic Director and Men's Basketball Coach — Dale Layer
Women's Tennis Coach — Phyllis Pharr
Women's Volleyball Coach — Chrys Baker
Men's Tennis Coach — Charles Gordon
Men's and Women's Soccer Coach — Fred Norchi
Women's Basketball Coach — Cheryl Fielitz
Men's Golf Coach — Sims Reeves
Assistant Men's Basketball Coach and
Intramural Director — Byron Boudreaux
Assistant Soccer Coach — Alvin Thomas
Sports Information Director — Jeff Aumend
Athletic Department Secretary — Effie Koinis

STUDENT ACTIVITIES

Approximately once a month the college community pauses to celebrate an event or tradition. These are important occasions — many were handed down by generations of Queens students.

A. ANNUAL EVENTS

Welcome Back Party — August 28
Queens begins each semester with a lively band party.

Midnight on Ice — September 3

Fall Convocation — September 8
Each fall the college community gathers to open formally the academic year. A ceremonial event, this marks the first academic procession of the year.

Parents Weekend — October 23-25
Parents, guardians and relatives of all Queens students are invited to visit the campus, to meet with faculty and staff members, and to enjoy autumn in North Carolina.

International Symposium — October 29
This international event, held on campus for the Queens community and the public, features well-known international and national guest speakers.

Halloween Party — October 30

Boar's Head Banquet — December 2
In the English tradition of Queens College at Oxford University, a boar's head ceremony and banquet are held during the Christmas season.

Yule Log Ceremony — December 2
Queens borrows this celebration from the ancient British tradition to herald the Christmas season and wish for a year of good luck! It's an evening of seasonal food, drink and carol singing.

Casino Party Weekend — December 5-7
This weekend includes bands, holiday festivities, and a formal casino party in Morrison Dining Hall.

Moravian Lovefeast and Christmas Tree Lighting — December 6
The Religious Events Life Committee of Queens sponsors a Moravian "Feast of Love" each year as part of a North Carolina celebration of Christmas. Following the Lovefeast comes the lighting of the Queens Christmas Tree.

Welcome Back Party — January 23
This is the official, fun beginning of Spring Term.

Honors Convocation — February 2
The Honors Convocation is held at the beginning of the Spring Term to recognize those students who earned academic honors the previous term.

Awards Convocation — April 13
A special convocation is held in the spring to present awards to students for their outstanding contributions and achievements.

Spring Formal — April 16
Spring Formal is celebrated with a weekend of social activities highlighted by a lawn concert and a formal dance.

Baccalaureate — April 30
This worship service for graduating seniors is held each year during the graduation weekend. Families and friends are invited to attend.

Commencement — May 1
Degrees are conferred in a ceremony which marks the climax of a student's college career.

B. STUDENT GOVERNMENT ASSOCIATION

"The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of students' rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences." - from the *Student Government Association Constitution and By-Laws*, Article II.

Senate — Handles legislative concerns and interests of the student body.

President — Kathryn Winsman
Vice President —Joe Ficarrotta
Treasurer — Sean Kelly
Secretary — Piritta Luoto
Senior Class President — Kristy Creekmore
Junior Class President — Holly Dickson
Sophomore Class President — Meg Keiley
Freshman Class President — to be elected in the fall
Dormitory Senators — to be elected in the fall
EPCC Senator — to be appointed in the fall
Day Student Senator — to be elected in the fall
New Dimensions Senator — to be elected in the fall

Honor Council — Responsible for investigating and acting on any alleged violations of the Honor Code's academic pledge.

President — Anne Williams
Vice President — Will Lee
Secretary — Stacey Brackins
Senior Class Representative — Cara Smith
Junior Class Representatives — Beth Drachman; Michelle Holl
Sophomore Class Representatives — Misty Basham; Lorien Johnson

Campus Judicial Board — Responsible for investigating and acting on any alleged violations of the Honor Code's community pledge.

President — Evan Ageloff
Vice President — to be appointed
Secretary — Melanie Getchel
Representative(s) from each residence hall — to be elected in the fall

College Union Board — Responsible for enhancing Queens community life through planning cultural, social, religious, and recreational events and activities.

President — Christa C. Jones
Vice President — Tracy Smyrl
Secretary — Tammy Green
Treasurer — Amy Lim

Committee Chairpersons:

Cultural Events Committee — Elena Cuebas

Film Committee — Scott Robards
Food Service Committee — Jennifer Vance
Publicity Committee — Christina Hamilton
Recreation Committee — Mike Murphy
Religious Events Committee — to be appointed in the fall
Social Activities Committee — Heather Laws
Special Events Committee — Keri Harper; Wendy Kolvek

Publications Board — Responsible for promoting professionalism and interest in student publications.

Arete (yearbook) — Shelley Britt
Current (newspaper) — Ken Cohen
Signet (literary magazine) — to be elected in the fall

Queens College is the publisher/owner of these media and, as such, has the final responsibility for their operation. Authority to manage these media is delegated to the editors and the advisors, and they are charged with ensuring that the media operate in accordance with the policies and standards of the college and the ethics of the journalistic profession.

Faculty Committee Student Representatives — Responsible for representing the interests and opinions of the student body on faculty committees. Representatives to all committees are appointed in the fall.

Student Life
Educational Policy and Curriculum
Student Qualifications
Honors Public Safety
Awards
Athletics
Library
Teacher Education
Public Safety

Athletics
Library
Teacher Education

C. CLUBS AND ORGANIZATIONS

The numerous clubs at Queens College play a vital role in further educating a student in his/her major. In addition to holding workshops and hosting speakers specialized in certain fields, these clubs can also serve as contacts for possible internships and career opportunities.

The following clubs and organizations are open to all members of Queens College and are recognized by the college:

Admissions Core — Greg Waldrop, president
Alumni Ambassadors — to be elected in the fall
Amnesty International — Tina Lindh, president
Art Club — Ms. Jayne Johnson & Dr. Robert Porter, advisors
Association of Nursing Students (QCANS) — Sandra Massey, president
Baptist Student Union — Shelley Britt, president
Communications Club — Renee Howard, president
Drama Club — Ms. Jane Hadley, advisor
English Club — Dr. Paul Newman, advisor
Fellowship of Christian Athletes — Beth Coil, Joanie Crowell, co-captains
International Club — Jhie Tolentino, president
Justinian Society (pre-law) — Karen Wojtowicz, president
Music Therapy Club — Tracy Smyrl, president
National Association of Accountants — Monica Thomas, president
National Organization of Women (N.O.W.) — Larissa Bennett, president
North Carolina Student Legislature (NCSL) — Angela Rushton, president
O.A.S.I.S. — Lisa Michelbach, president
Queens College Chorale — Dr. James Glenn, director
Queens College Dancers — selections to be made in the fall
Queens College Gospel Choir — Vernette Burroughs, president
Sailing Club — John Slater, advisor
Students for Black Awareness — Jennifer Sands, president

D. SORORITIES AND FRATERNITIES

There are five national sorority chapters on the Queens College campus and one national fraternity chapter. Greek (sorority and fraternity) activities are overseen by the InterGreek Council; the Interfraternity Council and Panhellenic Council formulate and administer rush rules. Order of Omega is the Greek honorary which recognizes leadership and service.

Alpha Delta Pi — Elise DeRenzo, president
Alpha Kappa Alpha — Lisa Rainey, president
Chi Omega — Jennifer Lawrence, president
Kappa Delta —Jennifer Lore, president
Phi Mu — Jennifer Lavinder, president
Pi Kappa Phi — Chris Koch, archon

InterGreek Council — Bette Delk, president
Interfraternity Council — Michael Murphy, president
Panhellenic Council — Christy Stafford, president
Order of Omega — Joe Ficarrotta, president

Greek organizations are responsible for upholding and enhancing the spirit of the college and adhering to all policies. Selection and governance of membership is the sole responsibility of each Greek organization.

E. HONORARY ORGANIZATIONS

The following organizations select their membership from students who have demonstrated keen interest and exceptional ability in specific academic areas:

Sigma Upsilon — Dr. Paul Newman, advisor
Sigma Upsilon is an honorary fraternity for writers and was founded in 1906.

The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based on creative literary ability, interest and active participation.

Beta Beta Beta — Sherri Osborne
The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The chapter is affiliated with the North Carolina Academy of Sciences. Eligibility for membership is based on academic achievement.

Delta Omicron — Cindi Crenshaw
Omicron Lambda chapter of Delta Omicron, an international music fraternity, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

Janusian Order — to be elected in the fall
Janusian Order (formerly Valkyrie) is an honorary organization that was established at Queens in 1937 and includes students selected from the sophomore class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshman year at Queens.

Mortar Board — Erin McCarty
Mortar Board is a national honor society. Ours, the 200th chapter, recognizes those students at Queens who have demonstrated not only outstanding scholarship, but who have made significant contributions as leaders.

Phi Alpha Theta — Dr. Mollie Davis, advisor
The Alpha Gamma Kappa chapter of Phi Alpha Theta, an international honor society in history, recognizes excellence in the study of history. A member of the Association of College Honor Societies, the society promotes history through the encouragement of research and the exchange of learning and thought among historians. It seeks to bring students, teachers, and writers of history together intellectually and socially. Eligibility is based on academic achievement.

Queens College Honor Society of Nursing — Ms. Carlene Fulk, advisor
QCHSN recognizes students who have demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing. Candidates may be selected from students enrolled in the nursing program, nursing alumni of Queens College, and community nurse leaders who have a minimum of a baccalaureate degree.

F. HONORS AND AWARDS

The college gives recognition to outstanding students by presenting them with the following honors and/or awards:

Dean's List — Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work for the term are named to the Dean's List. Students with incompletes in courses are not considered.

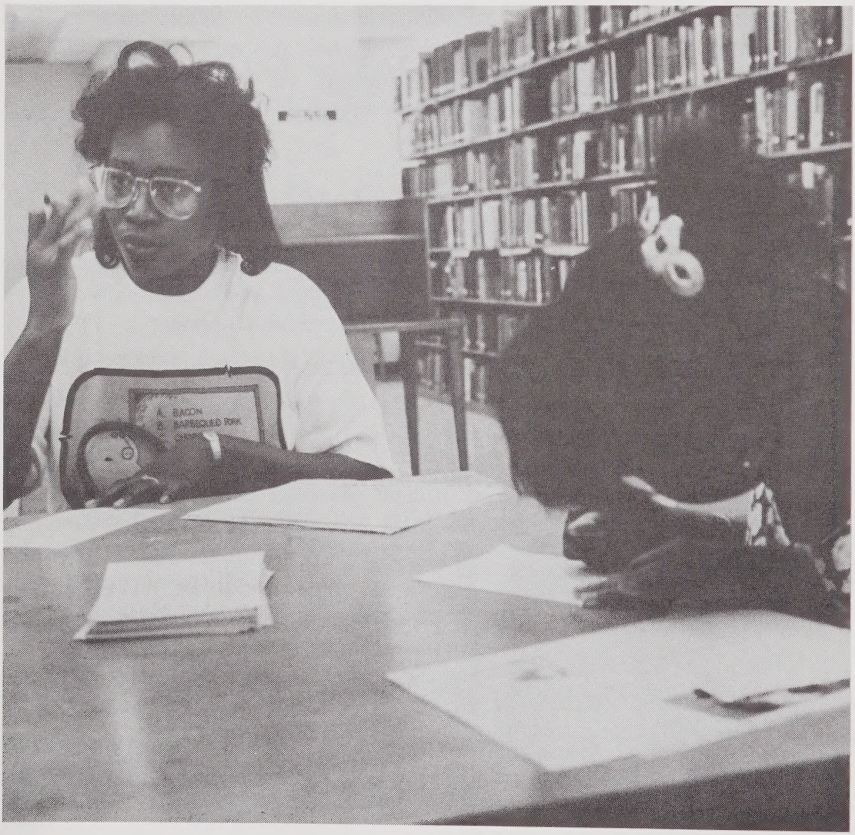
Marshals — The marshals are students who have taken a specified number of courses at Queens and have achieved the highest cumulative average in the rising senior, junior, and sophomore classes. Two marshals will be chosen from both the rising sophomore and junior classes. Three marshals will be chosen from the rising senior class, and the one with the highest class rank will be designated Chief Marshal. The marshals serve as ushers for official college events, which include academic processions.

Who's Who Among Students in American Universities and Colleges— Who's Who recognizes noteworthy student leaders on cam-

puses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future potential.

Algernon Sydney Sullivan Awards — Queens is one of the few colleges that has the privilege of presenting two Sullivan Awards each year — one to a graduating senior and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders "that the noblest human qualities are those characteristics of health, mind, and conduct which evince a love for helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self interest and spend themselves in the interest of mankind."

In addition to the awards listed above, there are numerous departmental awards given each spring at the Awards Convocation.



August 1992

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 New Students Arrive	22 New Student Testing
23 Returning Students Arrive	24 New Student Scheduling	25 Registration for Fall Classes	26 CLASSES BEGIN	27 Chapel Service	28 College Union Welcome Back Party	29
30	31 Evening Classes Begin					

Orientation

Orientation

Student Activities

September 1992

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 VB Scrimmage Last day for drop/ad	2	3 4:00pm VB Lees McRae (A) 11:00pm Midnite on Ice - College Union Chapel Service	4	5 2:00pm W Soccer DAVIDSON (H)
6	7 6:30pm VB GARDNER-WEBB (H) 7:00pm M Soccer UNCC (H) No Evening Classes Labor Day	8 Fall Convocation	9 Activities Day	10 Chapel Service	11 Lawn Concert - College Union	12 2:00pm M Soccer ERSKINE (H) 4:00pm W Soccer ERSKINE (H) Lake Party
	SGA Election Filings				VB Catawba Tournament (A)	
13	14 6:30pm VB USC-Aiken (A)	15 4:00pm W Soccer CATAWBA (H)	16 4:00pm M Soccer Pfeiffer (A) 6:30pm VB LENOIR RHYNE (H)	17 Chapel Service	18	19 11:00am VB Elon/St. Andrews (A) W Soccer Tournament at FAU M Soccer Barry Univ. (A)
		Election Days			Adventure Camping	
20 W Soccer Tournament at FAU M Soccer Florida Atlantic (A)	21	22 6:30pm VB CATAWBA (H)	23 7:30pm VB Wofford (A)	24 4:00pm M Soccer Francis Marion (A) Chapel Service	25 Drive In Movie - College Union	26 2:00pm M Soccer ST. LEO (H)
					VB Wingate Tournament	
27 2:00pm W Soccer COKER (H)	28 7:00p, VB USC-Spartanburg (A) Rosh Hoshana	29	30 2:00pm W Soccer LEES McRAE (H) 6:30pm VB SALEM (H) Jazz Band - College Union			

Student Activities

October 1992

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Chapel Service	2 VB Francis Mation Tournament	3 1:00pm M SOCCER St. Andrews (A) 3:30pm W Soccer St. Andrews (A)
4	5 6:30pm VB Gardner-Webb (A)	6 2:00pm W Soc-cer Limestone (A) 3:30pm W Soccer WINGATE (H) 5:00pm M SOCCER WINGATE (H)	7 6:30pm VB WINTHROP (H) Sit Down Dinner Yom Kippur	8 4:00pm M Soccer Limestone (A) Chapel Service	9 3:00pm VB Wingate (A) FALL BREAK	10
11 2:00pm M Soccer LANDER (H) FALL BREAK	12 4:00pm W Soccer HIGH POINT Columbus Day Health Week	13 6:30pm VB LEES MCRAE (H) Midterm Grades Due	14 7:00pm W Soccer Lenoir-Rhyne (A)	15 Chapel Service	16 Adventure Outing	17 1:00pm VB Len-oir Rhyne (A) 2:00pm M Soccer WOFFORD (H)
18	19 3:00pm M Soccer CARSON-NEWMAN (H)	20 5:30pm VB Salem (A)	21 7:00pm The Learning Society Presents: Jeanne Kirkpatrick Last Day to Withdraw	22 Chapel Service	23 3:30pm W Soccer Presbyterian (A) VB St. Andrews Tournament (A) Parents Weekend	24 2:00pm M Soccer ECKERD (H) VB St. Andrews Tournament (A)
25 10:00am Chapel Service 2:00pm W Soccer GARDNER WEBB (H) Daylight Savings - Set back 1 hour Parents Weekend	26	27 3:30pm W Soccer COLLEGE OF CHARLESTON (H) 6:30pm VB FRANCIS MARION (H)	28	29 6:30pm VB WINGATE (H) Chapel Service Film Fest - College Union International Symposium	30 Halloween Party - College Union	31 Halloween M Soccer Pembroke (A)

Student Activities

November 1992

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2:00pm W Soccer UNC-Asheville (A)	2	3 6:30pm VB USC-SPARTANBURG (H) 7:00pm M Soccer USC-Spartanburg (A) ELECTION DAY Poetry Reading - College Union	4 4:00pm Soccer Carson Newman	5 Chapel Service April Fool's Day	6	7 2:00pm M Soccer LONGWOOD (H)
8	9 Alcohol Awareness Week	10	11 Veterans Day	12 Chapel Service Comedy Night - College Union	13	14
15	16 7:00pm WBB Converse (A) Metrolina Job Fair	17	18 Film Fest - College Union	19 Chapel Service OXFAM	20 5:00pm Res. Halls Closed THANKSGIVING BREAK WBB Shippensburg Tournament	21 7:30pm MBB Gardner Webb (A)
22 THANKSGIVING BREAK	23	24 7:30pm MBB SAVANNAH STATE (H)	25 7:30pm WBB ROLLINS (H)	26 Thanksgiving Day	27 MBB Georgia State Tournament	28 1:00pm WBB Belmont Abbey (A)
29 9:00am Res. Halls Re-open	30 7:00pm WBB USC SPARTANBURG (H) Classes Resume					

Student Activities

December 1992

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 7:30pm MBB Winthrop Univ. (A) Boar's Head Dinner/Yule Log	3 Chapel Service	4 6:00pm WBB W.V. Tech (A) Santa's Tree Trim	5 4:00pm WBB Concord College (A) 7:30pm MBB PEMBROKE (H) Casino Party Christmas at Queens
6 Moravian Lovefest	7 5:45pm WBB WINGATE (H) 7:30pm MBB WINGATE (H) Last Day of Class	8 10:00pm Exam Break Breakfast READING DAY	9	10 Chapel Service	11	12 MBB JC SMITH (H)
			EXAMS			
13	14 6:00pm WBB CATAWBA (H)	15 5:00pm Dorms Closed	16	17	18 WBB Florida Southern (A)	19 WBB Rollins (A)
EXAMS			HAPPY HOLIDAYS			
20 Hanukkah	21	22	23	24	25 Christmas	26
HAPPY HOLIDAYS						
27	28	29	30	31		
HAPPY HOLLIDAYS						

Student Activities

January 1993

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 New Year's Day Happy New Year	2 7:00pm WBB Lenoir Rhyne (A)
3 9:00am Res. Halls Open	4 7:00pm WBB WINTHROP (H) 7:30pm MBB Longwood (A)	5 Registration	6 7:00pm WBB ST. LEO (H) Classes Begin	7 Chapel Service MBB MARIOTT CLASSIC	8 College Union Welcome Back Party	9 3:00pm WBB Wofford (A)
10	11 7:00pm WBB GARDNER WEBB (H) Evening Classes Begin	12 7:30pm MBB Newberry (A) Last Day for Drop/Add	13	14 Chapel Service	15 Adventure Camping	16 5:30pm WBB Erskine (A)
17 Adventure Camping	18 7:00pm WBB BELMONT ABBEY (H) Martin Luther King, Jr. Birthday	19	20 7:30pm MBB NEWBERRY (H)	21 7:00pm WBB JC Smith (A) Chapel Service	22	23 7:30pm MBB ERSKINE (H)
24	25 7:30pm MBB Wingate (A)	26 7:00pm WBB Catawba (A)	27	28 Chapel Service	29	30 3:00pm WBB LONGWOOD (H) 7:30pm MBB WOFFORD (H)
31						

Student Activities

February 1993

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 5:45pm WBB Wingate (A) 7:30pm MBB AVERETT	2 Spring Convocation	3	4 7:00pm WBB ERSKINE (H) Chapel Service	5 MBB U OF AKASKA FAIRBANKS (A)a	6
7	8 5:30pm WBB USC Spartanburg (A) 7:30pm MCC Seattle Pacific (A)	9	10	11 Chapel Service	12 Lincoln's Birthday	13 3:00pm WBB Longwood (A) 7:30pm MBB LONGWOOD (H)
14 Valentine's Day	15 7:30pm MBB WASHINGTON & LEE (H) President's Day	16	17	18 7:00pm WBB JCSMITH (H) Chapel Service	19 Adventure Outing	20
21	22 Washington's Birthday	23 Midterm Grades Due	24	25 7:30pm MBB Savannah State (A) Chapel Service	26 5:00pm Res. Halls Closed Spring Break	27 7:30pm MBB Wofford (A)
28 Spring Break						

Student Activities

March 1993

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 9:00am Res. Halls Re-open	8 Classes Resume	9	10 Last Day to Withdraw	11 Chapel Service	12	13
14	15	16	17 St. Patrick's Day	18	19 Adventure Camping	20 Adventure Camping
21 Adventure Camping	22	23	24	25 Chapel Service	26	27
28	29	30	31			

Student Activities

April 1993

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Chapel Service April Fool's Day	2 Adventure Outing	3
4 Daylight Savings – Set ahead 1 hour	5	6 Passover	7 7:00pm The Learning Society Presents: George Will	8 Chapel Service	9 Easter Holiday	10
11 Easter	12	13 Awards Day	14	15 Chapel Service	16 Spring Formal	17
18	19 Classes End	20 10:00pm Exam Breakfast Reading Day	21 Exams	22 Chapel Service	23	24
25 Exams	26	27 5:00pm Res. Halls Closed	28	29 Chapel Service	30 Baccalaureate	

Student Activities

May 1993

Queens College

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Commencement
2	3	4	5	6	7	8
Have a Wonderful Summer						
9 Mother's Day	10 Summer Session begins	11	12	13	14	15 Armed Forces Day
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day (Observed)					

Student Activities

CAMPUS RESOURCE DIRECTORY

*IN CASE OF **ANY EMERGENCY**, PLEASE CALL **PUBLIC SAFETY** AT 337-2306.*
*IF DIALING FROM A 337 EXTENSION, DIAL LAST 3 DIGITS ONLY: **306***

Question...	Contact...	Located in...	Or call...
Absences	Your instructor		
Academic Advising	Your advisor Ms. Saundra Johnson 201C Burwell	Academic Affairs 337-2508	
Academic Records	Ms. Saundra Johnson	Academic Affairs 201C Burwell	337-2508
Address Change	Ms. Zenna Paramore	Registrar's Office 101 Burwell	337-2211
Admissions	Dr. Steve Cloniger	Admissions 107 Burwell	337-2212
Adult Programs	Ms. Katie Wireman	Adult Admissions 105 Burwell	337-2392
Advisors, Assignment of	Ms. Saundra Johnson	Academic Affairs 201C Burwell	337-2508
Alumni Activities	Ms. Adelaide Davis	Alumni Affairs 208 Burwell	337-2214
Athletics	Mr. Dale Layer	Athletic Department Ovens Gym	337-2509
Audio-Visual Equipment	Mr. Carl Crawford	Media Center Everett Library	337-2262
Automobile	Public Safety Dispatcher	Public Safety 1st Floor Stultz Building	337-2306

Banking Services	Ms. Camille McDowell	Student Bank 111 Jernigan 337-2336
Bills and Fees	Ms. Sandra Anderson	Business Office 111 Jernigan 337-2350
Books and Supplies	Ms. M'Lou Greene	Bookstore, Morrison Basement 337-2413
Campus Services	Mr. Geoff Mildenhall	Campus Services 203-B Burwell 337-2201
Career Planning	Ms. Len Brinkley	Career Development 201 Harris House 337-2337
Chapel	Rev. Dr. Diane Mowrey	Chaplain, Belk Chapel 337-2291 Watkins 206 337-2304
Check Cashing	Ms. Camille McDowell	Student Bank 111 Jernigan 337-2336
Choral Organization	Dr. James Glenn	Music Department 225 Fine Arts 337-2341
Class Scheduling	Your advisor	
Clubs & Organizations	Mr.Brian Honeycutt	Student Development 205 Jernigan 337-2281
Computing Services	Mr. Ratnakar Nanavaty	Computer Center Walker Science Basement 337-2380
Counseling		
Alcohol	Mr. Will Hinson Charlotte Council	Health Center 337-2220 24-hour Helpline 376-7447
Chemical Dependency	Mr. Will Hinson Drug Education Center	Health Center 337-2220 24-hour Helpline 375-3784
Eating Disorders	Ms. Jane Patterson	Health Center 337-2220

Counseling continued			
Gay/Lesbian	Ms. Jane Patterson Time Out	Health Center	337-2220 377-3399
General	Ms. Jane Patterson Mr. Will Hinson Student Development Staff	Health Center Health Center 203 Jernigaan	337-2220 337-2220 337-2226
Rape/ Pregnancies	Ms. Jane Patterson Rape Crisis Center Planned Parenthood	Health Center 24-hour Helpline	337-2220 375-9900 337-0841
Development	Mr. Alan Lee	Development 210 Burwell	337-2321
Disabled Students	Ms. Saundra Johnson	Academic Affairs 201C Burwell	337-2508
Dropping/Adding Courses	Ms. Kaye Noe	Registrar's Office 101 Burwell	337-2211
EMERGENCIES	**Public Safety Dispatcher**	**Public Safety** **Stultz Building**	**337-2306**
Employment	Ms. Len Brinkley	Career Development 201 Harris House	337-2337
Escort Services	Public Safety Dispatch	Public Safety 1st Floor Stultz Building	337-2306
Facilities/Reservations			
Classrooms	Ms. Ruth Ann Engle	Academic Affairs 201C Burwell	337-2324
General	Ms. Velda Coker	Special Events Withers House	344-0042

Financial Aid	Ms. Betty Whalen	Financial Aid 102 Burwell 337-2230
Food Service	Ms. Marcia Bradley	Marriott, Morrison Dining Hall 337-2409
Fraternities	Ms. Gene Burton	Student Development 203 Jernigan 337-2227
Grades	Ms. Kaye Noe	Registrar's Office 101 Burwell 337-2211
Graduate School	See Adult Programs	
Graduation Requirements	Ms. Marcia Beck	Registrar's Office 101 Burwell 337-2211
Graduate/Professional Test Preparation	Ms.Nancy Goode	Continuing Education Withers House 344-0040
Guest Housing	Ms. Melanie Cashio	Student Development 203 Jernigan 337-2226
Handicapped Students	Ms. Saundra Johnson	Academic Affairs 201C Burwell 337-2508
Health Services	Ms. Nancy Russell	Health Center 337-2220
Honor Code Violations	Appropriate Judicial Board Ms. Terry Reavis-Freeman	Vice President Student Development 204 Jernigan 337-2226
Housekeeping	Your R.A. Mr. Gene Tolbert	Operations Tillet Building 337-2201
Housing	Your R.C. Ms. Terry Reavis-Freeman	Student Development 204 Jernigan 337-2226
I.D. Cards	Ms. Sheila Readling	Marriott, Morrison Dining Hall 337-2409
Insurance (medical)	Ms. Nancy Russell	Health Center 337-2220

International Students	Dr. Bill Thompson	International Programs 102 McEwen 337-2533
International Study Opportunities	Dr. Bill Thompson	International Programs 102 McEwen 337-2533
Internships	Ms. Len Brinkley	Career Development 201 Harris House 337-2337
Intramural Sports	Mr. Byron Boudreaux	Athletic Department Ovens Gym 337-2509
Library Hours/ Information	Ms. Rosemary Arneson	Everett Library 337-2401
Loans (Emergency)	Ms. Gene Burton	Student Development 203 Jernigan 337-2226
Lost & Found	Public Safety Dispatcher	Public Safety 1st Floor Stultz Building 337-2306
Mail Services	Mr. Dave Peterson	Post Office 1st Floor Stultz Building 337-2311
Maintenance	Your R.A. Mr. Tim Estep	Physical Plant Maintenance Building 337-2201
Major, change of	Your advisor Ms. Saundra Johnson	Academic Affairs 201C Burwell 337-2508
Meal Plan/Card	Ms. Sheila Readling	Marriott, Morrison Dining Hall 337-2409
Media Center	Mr. Carl Crawford	Everett Library 337-2262
Medical Assistance	Ms. Nancy Russell	Health Center 337-2220
Minority Programs/ Concerns	Ms. Gene Burton	Student Development 203 Jernigan 337-2226

New College	See Adult Programs	
New Dimensions	See Adult Programs	
Operations	Your R.A. Mr. Gene Tolbert	Operations Tillet Building 337-2201
Parent Concerns	Ms. Gene Burton	Student Development 203 Jernigan 337-2226
Parking	Public Safety Dispatcher	Public Safety 1st Floor Stultz Building 337-2306
Registration	Ms. Marcia Beck	Registrar's Office 101 Burwell 337-2211
Religious Life	Rev. Dr. Diane Mowrey	Chaplain Belk Chapel 337-2291
Residence Life	Your R.C. Ms. Terry Reavis-Freeman	Student Development 204 Jernigan 337-2226
Roommate Problems	Your R.C.	
Safety	Public Safety Dispatch	Public Safety 1st Floor Stultz Building 337-2306
Scholarships	Ms. Cynthia Rhodes	Financial Aid 102 Burwell 337-2225
Sexual Harassment	Ms. Gene Burton	Student Development 203 Jernigan 337-2226
Sororities	Ms. Gene Burton	Student Development 203 Jernigan 337-2226
Student Activities	Mr. Brian Honeycutt	Student Development 205 Jernigan 337-2281

Student Government	Ms. Kathryn Winsman	Student Government Association	
Study Skills	Ms. Saundra Johnson	Academic Affairs 201C Burwell	337-2508
Summer School	Ms. Bonnie Stoffel	New College 109 Dana Bldg	337-2327
Switchboard	Receptionist	203-A Burwell	337-2000
Transcripts	Ms. Zenna Paramore	Registrar's Office 101 Burwell	337-2211
Transfer Credit	Ms. Marcia Beck	Registrar's Office 101 Burwell	337-2211
Tutoring	Ms. Saundra Johnson	Academic Affairs 201C Burwell	337-2508
Withdrawals	Ms. Kaye Noe	Registrar's Office 101 Burwell	337-2211
Work/Study	Ms. Cynthia Rhodes	Financial Aid 102 Burwell	337-2225
Writing Center	Ms. Deborah Campbell	Everett Library Lower Level	337-2535

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HOURS OF OPERATION

	MON-THURS	FRI	SAT	SUN
Administrative Offices	8:30am-5pm	8:30am-5pm		
Bookstore	9:30am-6:15pm	9:30am-6pm		
Career Development	8:30am-5pm	8:30am-5pm		
Computing Services				
Dickson PC Lab	8am-1am	8am-5pm	11am-5pm	3pm-1am
Library PC Lab	8am-11pm	8am-6pm	10am-6pm	2pm-11pm
VAX Lab	8am-1am	8am-5pm	11am-5pm	3pm-1am
Counseling Center	Hours vary on demand			
Health Center	7am-5pm	7am-5pm		
Library	8am-11pm	8am-6pm	10am-6pm	2pm-11pm
Lion's Den	8am-11pm	8am-2pm 6pm-11pm		6pm-11pm
Media Center	8:30am-4:30pm	8:30am-4:30pm		
Morrison Dining Hall				
Open Dining	7:30am-7pm	7:30am-6pm	10am-6pm	10am-6pm
Ovens Athletic Center	Gymnasium, pool, weight room hours vary. Check postings in the Athletic Office.			
Post Office Window	9am-12pm 1:30pm-4:30pm	9am-12pm 1:30pm-4:30pm		
Student Bank	11:30am-1:30pm	11:30am-1:30pm		